Extension Course Program (ECP) Catalog
(Print Version)

Last update: 5 February 2009

Professional Military Education (PME) Courses

Airman Leadership School Distance Learning Course

00001-Airman Leadership School (ALS)
3 Volumes: Activated – December 2000
            Initial Activation – September 1988

Hours: Volumes - 57 CE - 15
Points: Volumes - 19 CE - 5

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General: The Airman Leadership School (ALS) Distance Learning Course is a voluntary, paper-based, self-study course administered by AU A4L formerly (Air Force Institute for Advanced Distributed Learning (AFIADL)) and developed/managed by the Educational Programs Cadre (EPC), College for Enlisted Professional Military Education (CEPME). Enlisted PME distance learning courses are designed to provide professional development to enlisted military members at specific and critical points in their career. These administrative policies and procedures were developed to support the goals and objectives of enlisted PME. The Extension Course Program (ECP) Catalog is the definitive guidance for all enlisted PME distance learning courses. Students must review the ECP Catalog frequently during their enrollment to ensure compliance with any changes in administrative policies.

Content: The ALS Distance Learning Course consists of three volumes. The content is summarized as follows:

Volume One (Profession of Arms): is designed to provide senior airmen the knowledge, value, and skills necessary to succeed as supervisors in a military environment.

Volume Two (Leadership and Management): is divided into six units of instruction that focus on providing senior airmen with the philosophy, concepts, principles, and operating practices of effective leadership in the Air Force environment.

Volume Three (Communication Skills): is divided into three units of instruction that focus on providing senior airmen with the knowledge to be more effective communicators in both written and spoken communication.

Administrative Guidelines: The following paragraphs describe policies, administrative procedures, and course requirements applicable to the ALS Distance Learning Course.

Course Materials: Course materials are shipped via Fourth Class mail to the address provided by the student. The student is responsible for inventorying these materials and reporting missing materials to AU A4L. An "AU A4L Course Materials Shipping List" is provided with each shipment.

NOTE: If course materials are lost or damaged, they may be replaced WITHOUT compensation for loss of time.

ELIGIBILITY:

Active Duty Air Force: Active duty USAF personnel are not eligible to enroll in ALS Distance Learning Course.

Air Force Reserve: The following AFR personnel are eligible for the ALS Distance Learning Course:

- **E-4 with minimum 48 months time in service <u>without</u> a 5-skill level**
- **E-4 with minimum 42 months time in service <u>with</u> a 5-skill level in their primary AFSC**

NOTE: Air Reserve Technicians <u>must meet military eligibility criteria</u> to enroll; civil service pay grade or position is not used to determine eligibility.

Air National Guard: The following ANG personnel are eligible for the ALS Distance Learning Course:

- **E-4 with minimum 48 months time in service <u>without</u> a 5-skill level**
- **E-4 with minimum 42 months time in service <u>with</u> a 5-skill level in their primary AFSC**
- **E-5 promoted to SSgt under the EPME Air Force promotion deferment policy**

NOTE: Air Technicians <u>must meet military eligibility criteria</u> to enroll; civil service pay grade or position is not used to determine eligibility.

OTHER U.S. MILITARY SERVICE MEMBERS: The ALS Distance Learning Course is open to other U.S. DoD military component personnel (Army, Navy, Marines, and Coast Guard) in the grade of E-4 with at least 42 months time in service and to non-military technician civil service members in the grade of GS-4, or equivalent WG, WL, and WS.

RESERVE POINTS: The Air Reserve Personnel Center (ARPC) records ANG and USAF Reserve retirement credit points. Do not contact CEPME/EPC or AU A4L concerning retirement points. Sole authority for award of these points rests with HQ ARPC/DPPKB.

STUDENT: The ALS Distance Learning Course is *voluntary*. STUDENTS MUST: 1) READ AND COMPLY WITH ALS DISTANCE LEARNING COURSE POLICIES AS LISTED IN THE ECP CATALOG, and 2) BE AWARE OF THE COURSE START AND COMPLETION DATES. *No outside agency is tasked with monitoring course progress or completion.* Students should work with the Education Services Flight/Unit Training Section (ESF/UTS) to order and schedule examinations. Students should follow a regular program of study to allow sufficient time for required course examinations prior to course expiration. The student and ESF/UTS must also ensure the back of the answer sheet is annotated with the date the test was administered (see Academic and Testing Requirements). All name, rank, and address changes are the responsibility of the student, and must be provided in writing to AU A4L. Provide copies of official orders and AU IMT 17 to ESF/UTS to request change of Test Control Facility as a result of PCS or extended TDY. Students should anticipate problems and seek assistance from AU A4L and the ESF/UTS for any circumstances that might hinder course completion. STUDENTS MUST FOLLOW-UP ON ALL TESTING TO ENSURE THEIR TEST TRANSMITTED AND WAS RECEIVED AT AU A4L.

EDUCATION SERVICES FLIGHT/UNIT TRAINING SECTION (ESF/UTS): Although students are ultimately responsible for their own course success or failure, Education and Training personnel must be prepared to assist students by providing accurate enrollment and policy information. The Course Development and Student Administration/Registrar (CDSAR) program is a read-only student database that provides real-time student performance data directly from AU A4L and is available through the AU A4/6O Data Branch formerly (AFIADL/ECOD). CDSAR is the sole source to determine student enrollment data. It is <u>MANDATORY</u> that ESF/UTS personnel use CDSAR for ALL student transactions. This provides the most accurate information and improves student guidance, feedback, and customer service. ESF/UTS personnel MUST verify student enrollment via the CDSAR program prior to any test administration. Failure to do so may result in a

potential test compromise. ESF/UTS personnel will transfer test files to AU A4L immediately following each test and confirm student record update in CDSAR.

AU A4L: All administrative support for the ALS Distance Learning Course is provided by AU A4L, including course enrollment, examination scoring, duplicating, and shipping. AU A4L is the point of contact to change addresses, have damaged or lost materials resent, or for general course inquiries. All communication with AU A4L must be initiated online via the e-Customer Support website at: http://afiadl.custhelp.com and must include the student's full name, last four of the social security number, course name/number and the nature of request. After submission, a reference number for the request will be created and a confirmation receipt will be e-mailed. Due to the complexity of some requests along with required research, a response may take several duty days.

EPC/DOOP: The Educational Programs Cadre (EPC), Operations and Policy Section (DOOP) is the office of primary responsibility for managing EPME distance learning programs. EPC/DOOP serves as the liaison between EPC and AU A4L in managing distance learning programs and maintaining program integrity. EPC/DOOP is the final review and appellate authority for extension and exception to policy requests. All communication regarding the ALS Distance Learning Course must be sent through AU A4L online via their e-Customer Support website at: http://afiadl.custhelp.com and must include the student's full name, last four of the social security number, course name/number and the nature of request. After submission, a reference number for the request will be created and a confirmation receipt will be e-mailed. Due to the complexity of some requests along with required research, a response may take several duty days.

ACADEMIC AND TESTING REQUIREMENTS: A single, closed-book end-of-course examination covering all three volumes of the ALS Distance Learning Course is administered at the designated/authorized Test Control Facility. Successful completion of the ALS Distance Learning Course requires a minimum passing score of 70 percent. There is a single retest examination only if sufficient time remains on the enrollment to request, receive, and administer the retest prior to enrollment expiration. Course Failure (CF) status results from failing both the initial and retest (see Disenrollments and Restrictions). Students who receive a score of 90 percent or higher in the ALS Distance Learning Course are recognized for academic excellence and receive a certificate from the Dean, Educational Programs Cadre. Students must work with the Education Services Flight (ESF) or Unit Training Section (UTS) to ensure the examination is ordered, is on-hand, and to schedule the administration of the examination. The student and ESF/UTS must also ensure the back of the answer sheet is annotated with the date the test was administered. If the actual date the test is taken is not indicated on the answer sheet, the date the test is scored at AU A4L becomes the administration date. AU A4L will accept and score tests if taken prior to course disenrollment (based on the dated answer sheet) and if the answer sheet is received no more than 30 calendar days after the administration or expiration date. STUDENTS MUST FOLLOW-UP WITH THE ESF/UTS TO ENSURE THEIR TEST WAS SCORED AND POSTED IN THEIR STUDENT RECORD.

TIMELINES: The ALS Distance Learning Course consists of a single academic term of 12 months. This enrollment period INCLUDES time required to receive materials, order/receive tests, and submit tests for scoring/posting. There is no waiver to the 12-month enrollment period except as noted in "Extensions" below.

 EXTENSIONS: An extension is time compensation for unique circumstances, which impede or prevent course progression or completion. The length of any extension is based on individual circumstances. The initial extension is processed via PCIII or MILPDS at the unit or base level and may not exceed 4 months. Any request for extension beyond the initial 4-month extension is categorized as an exception to policy. Exception to policy requests must be submitted online at http://afiadl.custhelp.com. This electronic customer service (e-Customer Support) program, managed

by AU A4L, replaces routine emails, phone calls, faxes, and the AU IMT Form 17. After submission, a reference number for the request will be created and a confirmation receipt will be e-mailed. Due to the complexity of some requests along with required research, a response may take several duty days.

DISENROLLMENTS AND RESTRICTIONS: Any noncompletion of an enrollment is classified as a disenrollment. All disenrollment actions result in an imposed restriction period. A restriction period renders the student ineligible to enroll into the same program or a program of the same AU A4L category until after the restriction period ends.

VOLUNTARY DISENROLLMENTS: Students may voluntarily disenroll at any time during their enrollment if personal or professional obligations preclude course completion. These requests must be submitted via the electronic customer service (e-Customer Support) program, managed by AU A4L, which replaces routine emails, phone calls, faxes, and the AU IMT Form 17. After submission, a reference number for the request will be created and a confirmation receipt will be e-mailed.

Student Request (SR): Code SR identifies a voluntary disenrollment per student request and results in a MANDATORY 6-month restriction period.

INVOLUNTARY DISENROLLMENTS: There are two categories of involuntary disenrollments.

Course Failure (CF): Code CF identifies a disenrollment category for students who do not meet the academic requirements. Course failure status results from failing both an initial and a retest. Students disenrolled for course failure incur a MANDATORY 6-month restriction.

Nonparticipation (NP): Code NP identifies a disenrollment category that applies when a student neither completes nor academically fails the course, but allows the enrollment to expire without taking any action prior to course expiration. Students disenrolled for NP incur a MANDATORY 1-year restriction.

NOTE: Restriction periods will not be waived or curtailed and no partial credit will be given for previous enrollment progress.

RECORDS UPDATE: Course completion will be posted to student personnel records by AU A4L through a direct computer data link to the HQ Air Reserve Personnel Center (ARPC). ARPC will update local files for Reserve and Guard personnel. This process may take up to 4 weeks; therefore, course completion may not be reflected in student records until after students receive their course completion card. If a course completion card is not received within 1 month of course completion, students must follow-up with their Testing Facility to verify testing results. If stationed overseas, this period could be longer. For records certification, do not contact AU A4L. All inquiries concerning records updating must be directed to the local Military Personnel Flight (MPF).

DIPLOMAS/TRANSCRIPTS: ALS Distance Learning Course diplomas and transcripts are handled by the AU Registrar at HQ AU/CFRR, 60 Schumacher Avenue, Maxwell AFB, AL 36112-6337, DSN 493-8128 or commercial (334) 953-8128. Transcripts must be requested in writing and must contain students' signature. Requests may be faxed to DSN 493-8127 or commercial (334) 953-8127. All students completing the ALS Distance Learning Course after 1 Oct 02 should receive a diploma following course completion. Students promoted while enrolled in the ALS Distance Learning Course MUST update their student records by submitting an AU IMT 17 to AU A4/6O formerly (AFIADL/DLS), 50 South Turner Blvd, Maxwell-Gunter AFB, AL 36118-5643. Diplomas will not be reaccomplished if a change request is submitted after course completion. To receive college credit for this course, students should request that a transcript be sent to their educational

institution. The ALS Distance Learning Course is eligible for Community College of the Air Force (CCAF) credit as of 18 Dec 00. Refer to the CCAF catalog for the number of credit hours awarded.

Noncommissioned Officer Academy Correspondence Course

00006E-Leadership and Management

2 Volumes: Revised – January 1998
Initial Activation - July 1991

Hours: Volumes - 39 CE - 9
Points: Volumes - 13 CE - 3

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1. **Subcourse**: Course 6E consists of two volumes. Volume One develops an understanding of leadership and management theories, evaluation and reporting concepts, and the need for discipline. Volume Two develops an understanding of quality of life issues, such as health maintenance, personnel programs, and social actions. A graduate survey is included with the subcourse 6E materials. The graduate survey is voluntary, but is encouraged upon completion of all course requirements so that instructional designers may consider feedback for possible course adjustments.

2. **Administrative Guidelines:** The following paragraphs describe policies, administrative procedures, and course requirements applicable to the NCO Academy Distance Learning Program.

Eligibility: Only students successfully completing subcourse 6D (deactivated) are eligible to enroll in 6E.

Students are either enrolled in Course 9 or Course 6E.

00009-Noncommissioned Officer Distance Learning Course

3 Volumes: Activated - March 2004
Hours: Volumes - 57 CE - 12
Points: Volumes - 19 CE - 4

SALE RESTRICTED (COPYRIGHT MATERIAL) Limited to Department of Defense Personnel

General: The Noncommissioned Officer (NCO) Distance Learning Course, is a voluntary, paper-based, self-study course administered by AU A4L formerly (the Air Force Institute for Advanced Distributed Learning (AFIADL)) and developed/managed by the Educational Programs Cadre (EPC), College for Enlisted Professional Military Education (CEPME). Enlisted PME distance learning courses are designed to provide professional development to enlisted military members at specific and critical points in their career. These administrative policies and procedures were developed to support the goals and objectives of enlisted PME. The Extension Course Program (ECP) Catalog is the definitive guidance for all enlisted PME distance-learning courses. Students must review the ECP Catalog frequently during their enrollment to ensure compliance with any changes in administrative policies.

Content: NCO Distance Learning Course consists of three volumes. The content is summarized as follows:

Volume One Profession of Arms: The POA area addresses subject matter that uniquely characterizes and separates the uniformed service from the society we serve. The lesson thoroughly addresses the obligation of each NCO to behave in a manner that promotes the occupational professionalization of the Profession of Arms.

Volume Two Leadership and Management: The Leadership and Management volume covers Human Resources and Organizational Management. These topics provide technical sergeants with the basic understanding of Human Behavior, Human Relations, and Human Resource Development, critical aspects they'll need to develop their subordinates.

Volume Three Communication Skills: This volume consists of basic communication, writing, and speaking skills. It is designed to help technical sergeants become effective communicators in both spoken and written communication.

ADMINISTRATIVE GUIDELINES: The following paragraphs describe policies, administrative procedures, and course requirements applicable to the NCO Distance Learning Course.

COURSE MATERIALS: Course materials are shipped via Fourth Class mail to the address provided by the student. The student is responsible for inventorying these materials and reporting missing materials to AU A4L. An "AU A4L Course Materials Shipping List" is provided with each shipment.

NOTE: If course materials are lost or damaged, they may be replaced WITHOUT compensation for loss of time.

ELIGIBILITY:

Active Duty Air Force: Active duty USAF personnel are not eligible to enroll in the NCO Distance Learning Course.

Air Force Reserve: The following AFR personnel are eligible for the NCO Distance Learning Course:

- **E-5 with at least 72 months time in service with a 7-skill in their primary AFSC**
- **E-6 with a 7-skill level in their primary AFSC**

NOTE: Air Reserve Technicians must meet military eligibility criteria to enroll, civil service pay grade or position is not used to determine eligibility.

Air National Guard: The following ANG personnel are eligible for the NCO Distance Learning Course:

- **E-5 with at least 96 months time in service with a 7-skill level in their primary AFSC**
- **E-6 with a 7-skill level**
- **E-7 promoted to MSgt under the EPME Air Force promotion deferment policy**

NOTE: All members must have at least two years since completion of ALS, resident or Distance Learning. Air Technicians must meet military eligibility criteria to enroll; civil service pay grade or position is not used to determine eligibility.

OTHER U.S. MILITARY SERVICE MEMBERS: The NCO Distance Learning Course is open to any US military component personnel (Army, Navy, Marines, Coast Guard) in the grade of E-6 and to non-military technician civil service members in the grade of GS-5, or equivalent WG, WL, and WS.

RESERVE POINTS: The Air Reserve Personnel Center (ARPC) records ANG and USAF Reserve retirement credit points. Do not contact CEPME/EPC or AU A4L concerning retirement points. Sole authority for award of these points rests with HQ ARPC/DPPKB.

STUDENT: The NCO Distance Learning Course is *voluntary*. STUDENTS MUST: 1) READ AND COMPLY WITH NCOA DISTANCE LEARNING COURSE POLICIES AS LISTED IN THE ECP CATALOG, and 2) BE AWARE OF THE COURSE START AND COMPLETION DATES. *No outside agency is tasked with monitoring course progress or completion.* Students should work with the Education Services Flight/Unit Training Section (ESF/UTS) to order and schedule examinations. Students should follow a regular program of study to allow sufficient time for required course examinations prior to course expiration. The student and ESF/UTS must also ensure the back of the answer sheet is annotated with the date the test was administered (see Academic and Testing Requirements). All name, rank, and address changes are the responsibility of the student, and must be provided in writing to AU A4L. Provide copies of official orders and AU IMT 17 to ESF/UTS to request change of Test Control Facility as a result of PCS or extended TDY. Students should anticipate problems and seek assistance from AU A4L and the ESF/UTS for any circumstances that might hinder course completion. STUDENTS MUST FOLLOW-UP ON ALL TESTING TO ENSURE THEIR TEST TRANSMITTED AND WAS RECEIVED AT AU A4L.

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AU A4L: All administrative support for the NCO Distance Learning Course is provided by AU A4L, including course enrollment, examination scoring, duplicating, and shipping. AU A4L is the point of contact to change addresses, have damaged or lost materials resent, or for general course inquiries. All communication with AU A4L must be initiated online via the e-Customer Support website at: http://afiadl.custhelp.com and must include the student's full name, last four of the social security number, course name/number and the nature of request. After submission, a reference number for the request will be created and a confirmation receipt will be e-mailed. Due to the complexity of some requests along with required research, a response may take several duty days.

EPC/DOOP: The Educational Programs Cadre (EPC), Operations and Policy Section (DOOP) is the office of primary responsibility for managing EPME distance learning programs. EPC/DOOP serves as the liaison between EPC and AU A4L in managing distance learning programs and maintaining program integrity. EPC/DOOP is the final review and appellate authority for extension and exception to policy requests. All communication regarding the NCO Distance Learning Course must be sent through AU A4L online via their e-Customer Support website at: http://afiadl.custhelp.com and must include the student's full name, last four of the social security number, course name/number and the nature of request. After submission, a reference number for the request will be created and a confirmation receipt will be e-mailed. Due to the complexity of some requests along with required research, a response may take several duty days.

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TIMELINES: The NCO Distance Learning Course consists of a single academic term of 12 months. This enrollment period INCLUDES time required to receive materials, order/receive tests, and submit tests for scoring/posting. There is no waiver to the 12-month enrollment period except as noted in "Extensions" below.

EXTENSIONS: An extension is time compensation for unique circumstances, which impede or prevent course progression or completion. The length of any extension is based on individual circumstances. The initial extension is processed via PCIII or MILPDS at the unit or base level and may not exceed 4 months. Any request for extension beyond the initial 4-month extension is categorized as an exception to policy. Exception to policy requests must be submitted online at http://afiadl.custhelp.com. This electronic customer service (e-Customer Support) program, managed by AU A4L, replaces routine emails, phone calls, faxes, and the AU IMT Form 17. After submission, a reference number for the request will be created and a confirmation receipt will be e-mailed. Due to the complexity of some requests along with required research, a response may take several duty days.

DISENROLLMENTS AND RESTRICTIONS: Any noncompletion of an enrollment is classified as a disenrollment. All disenrollment actions result in an imposed restriction period. A restriction period renders the student ineligible to enroll into the same program or a program of the same AU A4L category until after the restriction period ends.

VOLUNTARY DISENROLLMENTS: Students may voluntarily disenroll at any time during their enrollment if personal or professional obligations preclude course completion. These requests must be submitted via the electronic customer service (e-Customer Support) program, managed by AU A4L, which replaces routine emails, phone calls, faxes, and the AU IMT Form 17. After submission, a reference number for the request will be created and a confirmation receipt will be e-mailed.

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NOTE: Restriction periods will not be waived or curtailed and no partial credit will be given for previous enrollment progress.

RECORDS UPDATE: Course completion will be posted to student personnel records by AU A4L through a direct computer data link to the HQ Air Reserve Personnel Center (ARPC). ARPC will update local files for Reserve and Guard personnel. This process may take up to 4 weeks; therefore, course completion may not be reflected in student records until after students receive their course completion card. If a course completion card is not received within 1 month of course completion, students must follow-up with their Testing Facility to verify testing results. If stationed overseas, this period could be longer. For records certification, do not contact AU A4L. All inquiries concerning records updating must be directed to the local Military Personnel Flight (MPF).

DIPLOMAS/TRANSCRIPTS: NCO Distance Learning Course diplomas and transcripts are handled by the AU Registrar at HQ AU/CFRR, 60 Schumacher Avenue, Maxwell AFB, AL 36112-6337, DSN 493-8128 or commercial (334) 953-8128. Transcripts must be requested in writing and must contain students' signature. Requests may be faxed to DSN 493-8127 or commercial (334) 953-8127. All students completing the NCO Distance Learning Course should receive a diploma following course completion. Students promoted while enrolled in the NCO Distance Learning Course MUST update their student records by submitting an AU IMT 17 to AU A4/6O formerly (AFIADL/DLS), 50 South Turner Blvd, Maxwell-Gunter AFB, AL 36118-5643. Diplomas will not be reaccomplished if a change request is submitted after course completion. To receive college credit for this course, students should request that a transcript be sent to their educational institution. The NCO Distance Learning Course is eligible for Community College of the Air Force (CCAF) credit. Refer to the CCAF catalog for the number of credit hours awarded.

Senior Noncommissioned Officer Distance Learning Courses 12 & 14

00012 or 00014 — SNCO - Distance Learning Course

3 Volumes: Activated June 2005

Hours: Volumes - 9 CE - 6
Points: Volumes - 3 CE - 2

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(ECP) Catalog is the definitive guidance for all enlisted PME distance-learning courses. Students must review the ECP Catalog frequently during their enrollment to ensure compliance with any changes in administrative policies.

Course 12 is identical to Course 14 apart from the method of delivery. Course 12 operates via CD-ROM whereas Course 14 is web based and requires internet access. Therefore, all policies, administrative procedures, and course requirements are identical and apply equally to both courses.

NOTE: ONCE ENROLLED STUDENTS <u>ARE NOT</u> AUTHORIZED TO SWITCH BETWEEN COURSE 12 AND 14.

Content: Courses 12 and 14 consist of five objectively evaluated subcourses. The design of the courseware requires the five subcourses to be completed in succession. The content is summarized as follows:

12-G and 14-A, <u>Profession of Arms (POA)</u>: Upon completing this area, you should be able to explain to your subordinates how their unit-level duties fit in the larger context of joint operations that support national policy. You will also gain knowledge of the heritage and history of the enlisted corps. The POA topics will also expand your knowledge of the role of the Air National Guard and the Air Reserve Forces. You will learn about subjects such as Doctrine, Strategy, and Space Operations. You will also hear perspectives of the AF Chief of Staff, former Chief Master Sergeants of the Air Force, former POWs, and other influential people.

12-H and 14-B, <u>Communication Skills</u>: In the Communication Skills area, you will be exposed to developmental lessons designed to help you understand how effective communication skills will enhance your leadership ability. In the Communication Skills area you will receive instruction in preparing and organizing both written and spoken communications; developing effective paragraphs; supporting your assertions; and editing written communication.

12-I and 14-C, <u>Behavior Analysis</u>: This area enables leaders to know and understand why people act and react as they do. With lessons examining behavior from many angles, you will gain a broader perspective of the diverse patterns of behavior displayed by subordinates.

12-J and 14D, <u>Human Resource Development (HRD)</u>: This series of lessons will provide you with leadership tools and methods you can use to improve your subordinates overall job performance. The lessons in this area are designed to help you learn when to adjust your leadership and supervisory style to your workers experience and needs. These lessons will allow you to explore the different theories of motivation and how to motivate your workers to do their best work.

12-K and 14-E, <u>Organizational Management</u>: The lessons in this area will provide you with a broad view of organizational design and structure. You will learn how to be proactive in your leadership role as you face organizational restructuring and constant change.

STUDENT ASSESSMENT: Courses 12 and 14 contain exercises designed to enhance understanding of the lesson material. Each subcourse contains lesson review exercises at the end of each lesson. Student command of leadership and communication principles are assessed by formative exercises for the purpose of feedback and re-study. There is a formative exercise at the end of each subcourse. Graded summative examinations which follow each subcourse are proctored tests administered by the Education Services Flight or other designated test control facility. Formative exercises and summative examinations are based on the same educational objectives listed in the overview of each subcourse instructional area. The formative exercises and summative examinations

are not exactly the same; however, the exercises and examinations were developed from the same lesson material and measure the same desired behaviors.

FEEDBACK: At the end of each subcourse, for Course 12 and the entire course for Course 14, please complete the survey; respond as specifically and accurately as possible.

ADMINISTRATIVE GUIDELINES: The following paragraphs describe policies, administrative procedures, and course requirements applicable to the SNCO Distance Learning Course.

COURSE MATERIALS

COURSE 12: Each student receives a package containing a single CD-ROM. The cover of the CD-ROM case contains installation instructions and basic course guidance. A post card will be mailed to each student to confirm enrollment and processing of course materials. The official student enrollment date is indicated on the post card.

Minimum Computer Requirements: CPU: Pentium 166 MHz; RAM: 64 MB; CD-ROM speed: 8X; Free Hard Drive Space: 160 MB; Video Card: SVGA; Sound Card: Sound Blaster 16 Compatible; Speakers or Headphones required; Monitor Size & Dot Pitch: 15"; Modem: Not needed for the course itself, but is needed for receiving updates and course support; Windows Operating system: Windows 98 or later (the course is NOT Macintosh compatible).

Recommended Computer Requirements: CPU: Pentium III 500 MHz; RAM: 128 MB; CD-ROM speed: 24X; Free Hard Drive Space: 320 MB; Video Card: SVGA 8 MB; Sound Card: Sound Blaster 16 Compatible; Speakers or Headphones required; Monitor Size & Dot Pitch: 15" SVGA; Modem: 56K Int PNP V90, not needed for the course itself, but is needed for receiving updates and course support; Windows Operating System: Windows 98 or later (the course is **NOT** Macintosh compatible).

COURSE 14: This course is internet-delivered, so only a post card will be mailed to each student to confirm enrollment. The official student enrollment date is indicated on the post card.

Minimum Computer Requirements: CPU: Pentium 166 MHz; RAM: 64 MB; CD-ROM speed: 8X; Free Hard Drive Space: 160 MB; Video Card: SVGA; Sound Card: Sound Blaster 16 Compatible; Speakers or Headphones required; Monitor Size & Dot Pitch: 15"; Internet Connection: Modem: 56K Int PNP V90; Windows Operating System: Windows 98 or later (the course is **NOT** Macintosh compatible).

Recommended Computer Requirements: CPU: Pentium III 500 MHz; RAM: 128 MB; CD-ROM speed: 24X; Free Hard Drive Space: 320 MB; Video Card: SVGA 8 MB; Sound Card: Sound Blaster 16 Compatible; Speakers or Headphones required; Monitor Size & Dot Pitch: 15" SVGA; Internet Connection: High-Speed Internet; Windows Operating system: Windows 98 or later (the course is **NOT** Macintosh compatible).

ELIGIBILITY:

Active Duty Air Force: ADAF personnel in the grade of E-7, E-7 select, or above are eligible for Courses 12 and 14.

Air Force Reserve (AFR): The following AFR personnel are eligible for

Courses 12 and 14:

● **E-7 (or E-8 promoted to SMSgt under the EPME Air Force promotion deferment policy) with at least one year since completion of NCOA, resident or Distance Learning**

● **E-6 personnel occupying an E-7 slot are eligible to enroll with the approval of the HQ AFRC Enlisted PME Manager**

NOTE: AFR criterion is based on military grade only; civil service pay grade or position is not used to determine eligibility.

 Air National Guard (ANG): The following ANG personnel are eligible for

Courses 12 and 14:

● **E-7 (no minimum time in service required)**
● **E-8 promoted to SMSgt under the ANG EPME deferment policy**

NOTE: All members must have at least two years since completion of NCOA, resident or Distance Learning. Air Technicians must meet military eligibility criteria to enroll; civil service pay grade or position is not used to determine eligibility.

OTHER U.S. MILITARY SERVICE MEMBERS: Courses 12 and 14 are open to other U.S. DoD military component personnel (Army, Navy, Marines, Coast Guard) in the grade of E-7 and above, and to non-military technician civil service members in the grade of GS-6, or equivalent WG, WL, and WS. Civil Service personnel must have verification from their supervisor or commander that they are occupying a management position.

RESERVE POINTS: The Air Reserve Personnel Center (ARPC) records ANG and USAF Reserve retirement credit points. Do not contact CEPME/EPC or AU A4L concerning retirement points. Sole authority for award of these points rests with HQ ARPC/DPPKB.

STUDENT: The SNCO Distance Learning Course is *voluntary*. STUDENTS MUST: 1) READ AND COMPLY WITH SNCOA DISTANCE LEARNING COURSE POLICIES AS LISTED IN THE EXTENSION COURSE PROGRAM CATALOG, and 2) BE AWARE OF THE COURSE START AND COMPLETION DATES. *No outside agency is tasked with monitoring course progress or completion.* Students should work with the Education Services Flight/Unit Training Section (ESF/UTS) to order and schedule examinations. Students should follow a regular program of study to allow sufficient time for required course examinations prior to course expiration. The student and ESF/UTS must also ensure the back of the answer sheet is annotated with the date the test was administered (see Academic and Testing Requirements). All name, rank, and address changes are the responsibility of the student, and must be provided in writing to AU A4L. Provide copies of official orders and AU IMT 17 to ESF/UTS to request change of Test Control Facility as a result of PCS or extended TDY. Students should anticipate problems and seek assistance from AU A4L and the ESF/UTS for any circumstances that might hinder course completion. STUDENTS MUST FOLLOW-UP ON ALL TESTING TO ENSURE THEIR TEST TRANSMITTED AND WAS RECEIVED AT AU A4L.

EDUCATION SERVICES FLIGHT/UNIT TRAINING SECTION (ESF/UTS): Although students are ultimately responsible for their own course success or failure, Education and Training personnel must be prepared to assist students by providing accurate enrollment and policy information. The Course Development and Student Administration/Registrar (CDSAR) program is a

read-only student database that provides real-time student performance data directly from AU A4L and is available through the AU A4/6O Data Branch formerly (AFIADL/ECOD). CDSAR is the sole source to determine student enrollment data. It is <u>MANDATORY</u> that ESF/UTS personnel use CDSAR for ALL student transactions. This provides the most accurate information and improves student guidance, feedback, and customer service. ESF/UTS personnel MUST verify student enrollment via the CDSAR program prior to any test administration. Failure to do so may result in a potential test compromise. ESF/UTS personnel will transfer test files to AU A4L immediately following each test and confirm student record update in CDSAR.

AU A4L: All administrative support for the SNCO Distance Learning Course is provided by AU A4L, including course enrollment, examination scoring, duplicating, and shipping. AU A4L is the point of contact to change addresses, have damaged or lost materials resent, or for general course inquiries. All communication with AU A4L must be initiated online via the e-Customer Support website at: **http://afiadl.custhelp.com** and must include the student's full name, last four of the social security number, course name/number and the nature of request. After submission, a reference number for the request will be created and a confirmation receipt will be e-mailed. Due to the complexity of some requests along with required research, a response may take several duty days.

EPC/DOOP: The Educational Programs Cadre (EPC), Operations and Policy Section (DOOP) is the office of primary responsibility for managing EPME distance learning programs. EPC/DOOP serves as the liaison between EPC and AU A4L in managing distance learning programs and maintaining program integrity. EPC/DOOP is the final review and appellate authority for extension and exception to policy requests. All communication regarding the SNCO Distance Learning Course must be sent through AU A4L online via their e-Customer Support website at: **http://afiadl.custhelp.com** and must include the student's full name, last four of the social security number, course name/number and the nature of request. After submission, a reference number for the request will be created and a confirmation receipt will be e-mailed. Due to the complexity of some requests along with required research, a response may take several duty days.

ACADEMIC AND TESTING REQUIREMENTS: There is no single end of course examination for Courses 12/14. Students are evaluated following each subcourse through summative examinations. The summative examinations (12G – 12K or 14A - 14E) are computer-based tests, which must be scheduled and taken at the ESF or other designated test control facility. The academic requirement for each subcourse is 70 percent. Course 12 and 14 tests must be taken in order: 12G - 12K or 14A - 14E. **No more than one test may be taken per day.** Students, to include ANG and AFRES failing a subcourse examination, may retest once on that subcourse after 72 hours. **STUDENTS MUST FOLLOW-UP WITH ESF OR DESIGNATED TEST CONTROL FACILITY TO ENSURE THEIR TESTS ARE FORWARDED TO AU A4L FOR SCORING AND POSTING IN THEIR STUDENT RECORD.** Failure to follow-up could jeopardize the successful completion of Courses 12 or 14. Students who complete all five subcourses with a <u>95 percent or greater</u> cumulative score are recognized for Academic Excellence and receive a separate certificate from the Dean, Educational Programs Cadre in addition to the course diploma.

TIMELINES: The SNCO Distance Learning Course consists of a single academic term of 12 months. This enrollment period INCLUDES time required to receive materials, order/receive tests, and submit tests for scoring/posting. There is no waiver to the 12-month enrollment period except as noted in "Extensions" below.

NOTE: For Course 12, the enrollment period begins on the date the course materials are mailed from AU A4L, not the date the student receives course materials. For Course 14, the enrollment period begins on the date the enrollment post card is mailed, not the date the student receives the post card.

EXTENSIONS: An extension is time compensation for unique circumstances, which impede or prevent course progress or completion. The length of any extension is based on individual circumstances. The initial extension is processed via PCIII or MILPDS at the unit or base level and may not exceed 4 months. Any request for extension beyond the initial 4-month extension is categorized as an exception to policy. Exception to policy requests must be submitted online at **http://afiadl.custhelp.com.** This electronic customer service (e-Customer Support) program, managed by AU A4L, replaces routine emails, phone calls, faxes, and the AU IMT Form 17. After submission, a reference number for the request will be created and a confirmation receipt will be e-mailed. Due to the complexity of some requests along with required research, a response may take several duty days.

DISENROLLMENTS AND RESTRICTIONS: Any noncompletion of an enrollment is classified as a disenrollment. All disenrollment actions result in an imposed restriction period. A restriction period renders the student ineligible to enroll into the same program or a program of the same AU A4L category until after the restriction period ends.

VOLUNTARY DISENROLLMENTS: Students may voluntarily disenroll at any time during their enrollment if personal or professional obligations preclude course completion. These requests must be submitted via the electronic customer service (e-Customer Support) program, managed by AU A4L, which replaces routine emails, phone calls, faxes, and the AU IMT Form 17. After submission, a reference number for the request will be created and a confirmation receipt will be e-mailed.

Student Request (SR): Code SR identifies a voluntary disenrollment per student request and results in a MANDATORY 6-month restriction period.

INVOLUNTARY DISENROLLMENTS: There are two categories of involuntary disenrollments.

Course Failure (CF): Code CF identifies a disenrollment category for students who do not meet the academic requirements. Course failure status results from failing both an initial and a retest. Students disenrolled for course failure incur a MANDATORY 6-month restriction.

Nonparticipation (NP): Code NP identifies a disenrollment category that applies when a student neither completes nor academically fails the course, but allows the enrollment to expire without taking any action prior to course expiration. Students disenrolled for NP incur a MANDATORY 1-year restriction.

NOTE: Restriction periods will not be waived or curtailed and no partial credit will be given for previous enrollment progress.

RECORDS UPDATE: Course completion will be posted to student personnel records by AU A4L through a direct computer data link to the HQ Air Reserve Personnel Center (ARPC). ARPC will update local files for Reserve and Guard personnel. This process may take up to 4 weeks; therefore, course completion may not be reflected in student records until after students receive their course completion card. If a course completion card is not received within 1 month of course completion, students must follow-up with their Testing Facility to verify testing results. If stationed overseas, this period could be longer. For records certification, do not contact AU A4L. All inquiries concerning records updating must be directed to the local Military Personnel Flight (MPF).

DIPLOMAS/TRANSCRIPTS: SNCO Distance Learning Course diplomas and transcripts are handled by the AU Registrar at HQ AU/CFRR, 60 Schumacher Avenue, Maxwell AFB, AL 36112-6337, DSN 493-8128 or commercial (334) 953-8128. Transcripts must be requested in writing and

must contain students' signature. Requests may be faxed to DSN 493-8127 or commercial (334) 953-8127. All students completing the SNCO Distance Learning Course should receive a diploma following course completion. Students promoted while enrolled in the SNCO Distance Learning Course MUST update their student records by submitting an AU IMT 17 to AU A4/6O formerly (AFIADL/DLS), 50 South Turner Blvd, Maxwell-Gunter AFB, AL 36118-5643. Diplomas will not be reaccomplished if a change request is submitted after course completion. To receive college credit for this course, students should request that a transcript be sent to their educational institution. The SNCO Distance Learning Course is eligible for Community College of the Air Force (CCAF) credit. Refer to the CCAF catalog for the number of credit hours awarded.

Squadron Officer College Nonresident Program (00028)

General

The Squadron Officer College (SOC) educates company grade officers on the basic concepts of modern-day air and space warfare and essentials of military leadership. SOC is composed of two educational schools: Air and Space Basic Course (ASBC) for lieutenants and Squadron Officer School (SOS) for captains. SOC currently provides the **SOS Nonresident Program**. ASBC does not have a nonresident version of the course at this time.

SOS Mission: Develop dynamic Airmen ready to lead air and space power in an expeditionary warfighting environment.

SOS Nonresident Program goal: is to help students to:

- comprehend and value their roles as Air Force officers

- improve their ability to lead, follow, communicate, and build military teams

- lay the foundation for critical thinking about air and space power and joint operations

Program Description:
Squadron Officer School (SOS) is the Air Force's primary level of professional military education. As a major component of an officer's basic developmental education, SOS targets captains with 4-7 years TAFCS. The SOS nonresident program is provided to eligible individuals who may not get the opportunity to complete the resident SOS. The program covers five core areas of study:

A. **Profession of Arms focuses on military professionalism; what it means to be a military officer; an officer's roles and responsibilities; and Air Force core values, morals, and ethics.**

B. **Military Studies examines the history of air power, military theory and doctrine, the concept of the Total Force, and other military services.**

C. **International Studies discusses international organizations, joint operations, joint and Air Force vision/transformation, and the national security strategy process.**

D. **Communication Studies teaches the concept of writing and briefing in a well-organized, well-supported, and concise manner.**

E. **Leadership & Management Studies explores the complete range of leadership including what it is, how to lead, historical examples, followership, teambuilding, problem solving, mentoring, and the Air Force personnel system.**

The SOS nonresident program has a broad population of students (active duty, guard, reserve, and DOD civilian) with varying experience levels and backgrounds. In addition, many of the students who take this program have not attended ASBC. To account for this diversity, the program not only covers the same major areas of the SOS resident program but also covers basic material from ASBC. For many students, much of the program material will be new. At the same time, the program will expose advanced students to new concepts and reinforce what they may have learned from previous courses.

Delivery Format

Program 00028 (web-based education modules, Adobe Acrobat text)

- Materials delivered via the Air Force Integrated Learning Center

- Computerized testing (at available testing locations)

- Optional end-of-course game

Eligibility

- US armed forces officer (active duty, Reserve, or National Guard) - captain (0-3) or above (**captain-selects are not eligible at this time**)

- Civil Air Patrol officers - captain or above

- Federal civilian employees - GS-9, WG-10, WL-9, and WS-8 and above

- International applicants - see AFI 36-2301 for enrollment criteria and procedure

NOTE: There are no time-in-grade restrictions for any of the eligible categories. For example, the SOS resident program's 7-year TAFCS restriction (ETCA 36-2223, formerly AFCAT) for active duty officers DOES NOT apply to the nonresident program.

Shipment of Materials

AU A4L mails a welcome letter and any subsequent administrative information directly to the student at their home address. Be sure AU A4L always has your current address.

Time Limit and Completion Requirements

The enrollment period is 18 months. The academic time schedule is 12 months with an additional 6 months given to complete the course due to current operation tempo, possible TDY or PCS, mail time, administrative processing, and posting of scores. Test mailing, scoring, and posting are part of the 18-month time limit.

The student must successfully pass all tests within 18 months from the program enrollment date. There is no requirement to complete a certain test within a specified time frame as long as all tests are successfully completed within the 18 months. The end-of-course game in Program 27 and 28 is optional.

History shows procrastination is the biggest culprit in noncompletion. Students are responsible for understanding the course requirements/policies and tracking their own progress and expiration date. It is not the responsibility of the Education Office or Test Control Office (TCO) to track the student time limits.

Testing

Upon enrollment, students must conduct self-study and pass tests covering the five areas of study in the same sequence shown above (A, B, C, D, and E). Students are given two opportunities for each area of study to achieve a minimum test score of 65%. Failing the retake test will result in

disenrollment. All tests must be taken while the student is currently enrolled in the program. No credit will be given if the student takes a test after enrollment expiration. Therefore, **the TCO must verify the student is enrolled before administering a test.**

Electronic testing will be the default method of testing for students. TCOs with the latest electronic testing capability may download Program 28 tests from the AU A4L website. **If electronic testing is not available, the TCO must request a paper version of the test from AU A4L for the student**. The student may still take tests electronically if he or she transitions to a location which uses the electronic testing capability.

Paper Testing Procedures: Tests are delivered first-class (average 7 and 14 days respectively for stateside and overseas delivery). Students must ensure the TCO has their test and schedule a time to take each one. When the student completes the test, the TCO mails the answer sheet to AU A4/6O (TCOs should not FAX the answer sheet to AU A4L or SOC). After scoring the mailed answer sheet, AU A4/6O will automatically forward the subsequent test. If the student passes, the test for the next area of study is mailed. If the student fails, a retake test is mailed. Hence, all tests will not be delivered at once so a student can expedite program completion. An area of study is not considered officially complete until AU A4/6O receives a student's test answer sheet, grades it, and posts a passing score to the student's record.

NOTE: AU A4/6O will notify students of their test scores by postcard (sent to mailing address listed in student's record). If a student fails (<65%) the postcard will list the units of instruction (3-digit number in which the student answered a test item incorrectly and requires further study before the retake test. The student may see the same 3-digit number more than once, which indicates the student missed more than one question for that unit.

Electronic Testing Procedure: To ensure adequate study time for each test, students may schedule their next test no earlier than **seven** calendar days after passing their previous test. Students may schedule their retake test for a given area no earlier than **three** calendar days after failing a test. Students will receive their results and (feedback on units requiring more study if they fail) immediately after taking an electronic test; however, an area of study is not considered officially complete until AU A4/6O receives student's electronic test result and posts a passing score to the student's record.

Enrollment Extensions

Extensions are not considered until **three months before** the enrollment expiration date. If circumstances over the course of enrollment prevent a student from passing all tests before the expiration date, he or she may request an extension. The student must include a brief explanation for the extension and how much additional time is needed. No more than six months will be granted on the first extension request. If a student needs more time after receiving a total of 6 months in enrollment extensions, he or she must receive approval from SOC. If approved, the student may receive no more than 3 additional months. The sum of extensions on an enrollment is restricted to **no more than 9 months**. If a student requests an extension AFTER enrollment expiration, he or she must have passed a minimum of **TWO** tests. Otherwise, the student must reenroll and start over.

NOTE: For PROGRAM 28 ONLY, a student will automatically receive a 6-month extension under the following conditions: enrollment has reached the expiration date, has not already received an extension, and has passed a minimum of **two** tests.

Disenrollment/Reenrollment

Students will be disenrolled if they do not complete the program within the 18-month time limit, fail a retest, or request disenrollment. For SOS, disenrolling **DOES NOT** result in a 6-month restriction period before reenrolling. The student may reenroll at anytime. When students reenroll into the program, they will be starting from the beginning. No credit will be given for prior work accomplished.

Program Completion

Diplomas/Transcripts: The AU Registrar handles diplomas and transcripts. After all program requirements are completed, the Registrar will mail a diploma to the address listed in the student record. Transcripts must be requested in writing. Letters may be mailed to Air University Registrar (AU/CFRR), 60 Shumacher Ave, Maxwell AFB, AL 36112-6337 or by faxed to (334) 953-8127/DSN 493-8127. There is no fee. For more information contact the AU Registrar (Student Records) or visit http://www.maxwell.af.mil/au/registrar.php

Record Update: The only agency authorized to update personnel records is the Officer PME Branch (AU/CFRO). Phone numbers are DSN 493-4814/4776 or Commercial 334-953-4814/4776. The fax number is DSN 493-8127 or Commercial 334-953-8127 and the address is 60 Shumacher Ave, Maxwell AFB AL, 36112-6337. The Officer PME Branch has a direct computer link to the Air Force Personnel Center (AFPC) to input data. AFPC updates local Military Personnel Flight (MPF) computers and HQ ARPC (for AFRC and ANG) files. Your master record will be updated in 3-4 days. This information then passes to your local MPF. This process may take up to 4-6 weeks. Don't contact AU A4L, AU Registrar or SOC concerning your record update unless you are meeting a board in less than a week. Check with your MPF Classification and Training Unit.

NOTE: No record of test scores, test failures, or disenrollment is kept in personnel records. Program completion is the only event recorded in personnel record.

Course Hours and Retirement Point Credit: The Air Reserve Personnel Center (ARPC) determines and records Air Force Reserve Command (AFRC) and Air National Guard (ANG) retirement points. HQ ARPC/DDPPKB is the sole authority for awarding these points (DSN 926-6012 or toll free 1-800-525-0102 ext. x71285).

	Program 00028	
Core Area of Study	**Hours**	**Points**
Profession of Arms	12	4
Military Studies	21	7
International Studies	18	6
Communication Studies	18	6
Leadership and Management Studies	27	9

Academics

The student alone is responsible and accountable for understanding and meeting the overall program and individual course requirements within the time constraints.

Air War College Non-Resident Program

General

The AWC Nonresident Studies Program provides a seminar or correspondence option for program completion, both of which parallel, as closely as practical, the resident school curriculum. These self-study programs are designed for eligible senior level personnel who are unable to attend AWC in residence.

1. **The Seminar Program provides the advantage of group interaction and exploits the advantages of individual learning with group discussion and informal exchanges of views. Small group seminars of 8 to 20 students meet regularly for 40 lessons as specified in the Student Guide and Seminar Handbook.**

2. **The Correspondence Program is specifically designed to meet the needs of those who do not have a seminar available or cannot meet seminar attendance requirements.**

Eligible applicants may enroll in the AWC seminar program between March and July and may enroll in the correspondence program at any time. Individuals must enroll online at https://awcdl.airuniv.edu/. Form 53 will no longer be accepted for enrollment.

Time Lines

The Air War College, nonresident studies course correspondence program consists of 3 terms in which allows a maximum of six months to complete each term. The Seminar Program academic year starts in early August and continues until mid June. Requests for an extension of any suspense date must be in writing, endorsed by your wing/group (0-6) commander or equivalent, and received at least two weeks prior to the due date.

Content

Course content for both the correspondence and seminar programs contain the same reading selections for five courses that are delivered in three terms and an elective. The nonresident curriculum for both the correspondence and seminar programs are designed to prepare students to function more effectively in an increasingly complex and rapidly changing world environment. The core curriculum focuses on: Future Conflict Studies; Military Strategy, Doctrine and Airpower; Leadership and Ethics; National Security Decision Making; Regional Studies, and CHEX (Crisis Handling Exercise); and Joint Force Employment and CAMPEX (Campaign Planning Exercise). The elective is designed for students to broaden their studies in one of the core curriculum areas.

Units of Study for the Air War College Seminar Program

Students in this program will register for the following three units of study which are revised yearly. Additionally, for both the seminar and correspondence programs, the writing assignment earns 40 additional hours and the elective 30 additional hours. **NOTE:** The elective was referred to as Volume IV in the 7th and 8th Editions.

- **00043A-Air War College Seminar Program, Term I**
  Study Hours: 180 - Points: 60

- **00043B-Air War College Seminar Program, Term II**
  Study Hours: 156 - Points: 52

- **00043C-Air War College Seminar Program, Term III**
  Study Hours: 144 Points: 48

- **00043D-Air War College Seminar Program, Elective Course**
  Study Hours: 30 Points: 10

Units of Study for the Air War College Correspondence Program

Students in this program will register for the following terms yearly:

- **00042A-Air War College Correspondence Program, Term I**
  Study Hours: 150 - Points: 50

- **00042B-Air War College Correspondence Program, Term II**
  Study Hours: 130 - Points: 43

- **00042C-Air War College Correspondence Program, Term III**
  Study Hours: 120 - Points: 40

- **00042D-Air War College Correspondence Program, Elective Course**
  Study Hours: 30 - Points: 10

Eligibility

The Nonresident Studies are available to:

1. **Active and nonextended active duty Air Force (active, ANG, USAFR) lieutenant colonel selectees and above.**

2. **Active and nonextended active duty lieutenant colonel (or equivalent) selectees and above of the other components of the US Armed Forces.**

3. **US federal civilian employees, GS or GM-13 and above.**

4. **Civil Air Patrol officers in the grades of lieutenant colonel selectee and above are eligible for enrollment in the Correspondence Program only.**

5. **Eligibility criteria and procedures for international officers and civilian enrollment in AWC Nonresident programs are in AFI 36-2301.**

Career Development Courses (CDCs)

(1A) Aircrew Operations

1AX5X-Aircrew Fundamental Journeyman

1 Volume: Activated - October 2008

Hours: Volume - 18 CE - 6
Points: Volumes - 6 CE - 2

Content: This one volume course covers information concerning enlisted aircrew AFSCs, progression within those AFSCs, and US military command structures; covers information on crew resource management fundamentals, aircrew training, and standardization and evaluations; covers information concerning aircrew member responsibilities, flight authorizations, the career enlisted aviator flying program, and scheduling restrictions; covers information concerning publications, technical orders, the AFTO IMT 781 series, and the flight crew information file; covers information concerning aircraft oxygen systems, aviator hazards, hazardous materials, and the Bird Avoidance Strike Hazard program; and finally covers information concerning Air Force security programs, aircrew information security, and aircrew operations security.

1A051-Inflight Refueling Operator Journeyman

2 Volumes: Activated - October 2004
            Initial Activation - March 1997

Hours: Volumes - 48 CE - 12
Points: Volumes - 16 CE - 4

Content: Volume 1 covers general areas of the job responsibility by giving important facts related to your career field ladder, history, safety, and publications. Also, included in this volume is information covering passenger handling, fleet service, border clearance, basic aerodynamics and weight and balance. Volume 2 covers aircraft general knowledge, aircraft records, aircraft systems, loading and unloading the aircraft, hazardous cargo, and finally a look at navigation.

1A151-Flight Engineer Journeyman

2 Volumes: Activated - March 2004

Hours: Volumes - 57 CE - 15
Points: Volumes - 19 CE - 5

Content: Volume 1 contains information that is applicable to all flight engineers, information concerning flight engineer duties and career progression, initial qualification (IQT), mission qualification (MQT), and continuation training (CT), information on weight and balance, aircraft performance, general flight rules and information on (HQ) USAF and major command (MAJCOM) responsibilities. Volume 2 covers information on aircrew check flights and aircraft acceptance inspection as well as maintaining aircraft forms. Also, contains information on general navigation, crew resource management, operational risk management, and the aircrew standardization and evaluation program.

1A251-Aircraft Loadmaster Journeyman

2 Volumes: Revised - February 2000
            Initial Activation - December 1995

Hours: Volumes - 42 CE - 12
Points: Volumes - 14 CE - 4

Content: Volume 1 covers general areas with important facts related to career field ladder, publications, and documenting aircraft discrepancies; also, it covers more information on passenger/troop handling, fleet service, anti-hijacking, border clearance, and the Tanker Airlift Control Element. Volume 2 covers aircraft weight and balance, loading and unloading aircraft, air transportation of hazardous materials, and airdrop.

1A351A-Airborne Mission System Specialty Journeyman

4 Volumes: Activated - April 2005
            Revised - May 2001
            Initial Activation - July 1997

Hours: Volumes - 63 CE - 15
Points: Volumes - 21 CE - 5

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Content: Volume 1 covers the Information Security program followed by the Communications Security program, and discusses OPSEC indicators associated with your AFSC. Volume 2 covers publications and general aircraft-related information. Volume 3 addresses voice and data operations along with electronic warfare principles. Volume 4 reviews basic electronic principles.

1A351B-Airborne Mission System Specialty Journeyman

3 Volumes: New Activation - September 2005
            Revised - May 2001
            Initial Activation - October 1997

Hours: Volumes - 51 CE - 12
Points: Volumes - 17 CE - 4

Content: Volume 1 covers information used by all aircrew members. Volume 2 covers avionics equipment. Volume 3 addresses radar fundamentals.

1A351C-Airborne Mission System Specialty Journeyman

2 Volumes: Activated - September 2005

Hours: Volumes - 30 CE - 9
Points: Volumes - 10 CE - 3

Content: Volume 1 covers information on computer systems and related information. Volume 2 introduces the concepts and principles of computer networking.

1A451-Airborne Battle Management Systems Journeyman

3 Volumes: Activated - July 2005
            Revised - June 2001
            Initial Activation - May 1997

Hours: Volumes - 57 CE - 15
Points: Volumes - 19 CE - 5

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Content: Volume 1 covers Airborne Battle Management career path and commands, provides an introduction to aircrew responsibilities, safety, security, and discusses aircrew prublications. Volume 2 covers weather, radar theory, identification and communications, and computers and electronic warfare. Volume 3 covers 1A4 weapon systems, command and control, and operational procedures.

1A551-Airborne Mission Systems Journeyman

6 Volumes: Activated - August 2000
Hours: Volumes - 132 CE - 33
Points: Volumes - 44 CE - 11

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Content: Volume 1 contains information about the history, functions and capabilities of the Airborne Warning and Control System (AWACS) and Joint Surveillance Target Attack Radar System (JSTARS). It also covers information on the 1A5X1 career field, publications and forms, operations/flight management, aircrew member responsibilities, and safety. Volume 2 looks at the fundamental concepts of computers, radar/IFF and networks. Volume 3 discusses the E-3, AWACS, computer and display systems. Volumes 4 and 5 discuss the E-3's vast radar and IFF systems. Volume 6 covers the computer network and radar system of the E-8, JSTARS aircraft.

1A651-Flight Attendant Journeyman

2 Volumes: Activated - April 2004

Hours: Volumes - 60 CE - 15
Points: Volumes - 20 CE - 5

Content: Volume 1 covers information used by all aircrew members. The subjects covered in this volume give you the basic fundamentals required for any aircrew member, discusses the history of flight attendants, duties and responsibilities, and duty assignments. Also covers, security, safety, aircrew responsibilities, publications how it relates to flight attendant, and flight management. Volume 2 covers the tools you need to become a successful flight attendant. Familiarize you with the aircraft you may fly on, emergency equipment and procedures, mission planning, general activities, meal service, and cabin service.

1A751-Aerial Gunner Journeyman

2 Volumes: Activated – November 2008

Hours: Volumes - 24 CE - 6
Points: Volumes - 8 CE - 2

Contents: Volume 1 covers basic information applicable to all aerial gunners. It covers information concerning career ladder progression, duties and responsibilities, auxiliary equipment, cargo ramp and door and cargo sling, and finally this volume contains information concerning explosive safety, ammunition basic, ammunition storage and handling systems ASHS and pyrotechnics. Volume 2 contains information about aircraft system such as fuel and hydraulics. It covers aerodynamics and flight surfaces. Finally, this volume covers information concerning trainable gum mounts and both HH-60 and AC-130 weapon systems.

(1C) Command Control Systems Operations

1C051-Airfield Management Journeyman

4 Volumes: Revised - January 2001
        Initial Activation - January 1995

Hours: Volumes - 69 CE -18
Points: Volumes - 23 CE - 6

SALE RESTRICTED (For Official Use Only and Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1 covers the management of office publications, communications security (COMSEC) material, and flight information publications (FLIP). Volume 2 pertains to airfield design and management. Volume 3 pertains to flight planning displays, publications, and emergency actions. Volume 4 pertains to flight plans, NOTAMs, passenger processing, and flightline driving program.

1C052-Aviation Resource Management Journeyman

5 Volumes: Revised - August 2003
        Revised - January 1998

Hours: Volumes - 60 CE - 15
Points: Volumes - 20 CE -   5

Content: Volume 1 covers career progression, system management, and managing the Aviation Resource Management System (ARMS) database. Volume 2 covers the areas of aviation service and resource management. Volume 3 discusses aerospace medicine, managing the aircrew training program, and training documentation. Volume 4 covers aircrew scheduling, squadron functions, and flight documentation. Volume 5 covers flight and jump record folders, incentive pay, and database queries.

1C072-Aviations Research Management Craftsman

1 Volume: Revised - August 2002
        Initial Activation - July 1996

Hours: Volume - 24 CE - 6
Points: Volume -   8 CE - 2

Content: Unit 1 discusses operations security (OPSEC) in relation to AFSC 1C072; Unit 1 also includes the Privacy Act Program. Unit 2 addresses safety as it applies to your work center. Unit 3 covers Air Force Publications with a review of the Flight Information Publications (FLIPS) system. In Unit 4, we talk about data processing functions and data base management as it affects you. Finally, Unit 5 covers officer boards and reviews the requirements as they apply to each Aeronautical Rating Board (ARB) and Flight Evaluation Board (FEB).

1C251A or 1C251S-Combat Control Journeyman

3 Volumes: Revised - May 2003
        Revised - April 2000
        Initial Activation - October 1994

Hours: Volumes 69 - CE - 18
Points: Volumes 23 - CE - 6

Content: Volume 1 focuses on combat control history and employment methods. Volume 2 establishes a foundation for developing individual skills (i.e., weapons and demolitions) used by combat controllers. Volume 3 covers specific missions and explores the tools of the trade.

Special Information: CDC 1C251A and 1C251S have the same content. The difference is that A is a paper course with a paper exam and S is on CD-ROM with an electronic exam.

Systems Requirements:

●	**300 MHz Pentium or higher**
●	**128 megabytes RAM or higher**
●	**16X CD drive**
●	**MS Windows 98, 2000, NT, ME, or XP**
●	**Sound card with speakers or headphone (for game)**
●	**Adobe Acrobat Reader 5.0 or higher**
●	**Internet/web connection**

1C251B or 1C251T-Combat Control Journeyman
4 Volumes: Revised - May 2003
　　　　　　Revised - April 2000
　　　　　　Initial Activation - November 1995

Hours: Volumes - 60 CE - 15
Points: Volumes - 20 CE - 5

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Content: Volume 1, covers air traffic control fundamentals such as airspace, weather, and basic radio communications. Volume 2 explores the myriad of air traffic control rules and how to apply them. Volume 3 is an in-depth discussion of assault zone operations, including surveying and demolitions. Volume 4 explains fire support principles including fixed and rotary wing close air support.

Special Information: CDCs 1C251B and 1C251T have the same content. The difference is that B is a paper course and with a paper exam and T is on CD-ROM with an electronic exam.

Systems Requirements:

●	**300 MHz Pentium or higher**
●	**128 megabytes RAM or higher**
●	**16X CD drive**
●	**MS Windows 98, 2000, NT, ME, or XP**
●	**Sound card with speakers or headphone (for game)**
●	**Adobe Acrobat Reader 5.0 or higher**
●	**Internet/web connection**

1C351-Command Post Journeyman
2 Volumes: Activated – July 2008

Hours: Volume - 33 CE - 9
Points: Volume - 11 CE - 3

SALE RESTRICTED (FOR OFFICIAL USE ONLY) Limited to Department of Defense Personnel

Content: Volume 1 covers controller training, certification requirements, and basic administrative tasks. It provides an in-depth discussion on identifying, controlling, storing, destroying, and reporting security violations. Also, covers communications systems used in C2 which include sections on

computers, command, control, communications, and computers (C4) systems. And, the proper use of voice communication systems and the TRIAD Authentication System are also covered. Volume 2 covers a review of C2 terms, processes, and structures. This volume also provides in-depth coverage on specific command post functions such as emergency actions, flight following, reporting, and interpreting weather information.

1C451-Tactical Air Command and Control Journeyman

3 Volumes: New Activation - March 2004

Hours: Volumes - 57 CE - 15
Points: Volumes - 19 CE - 5

Content: Volume 1 covers TACCS career field, map and compass use, tactical communications, antennas, and the use and care of primary TACP weapons. Volume 2 covers the Air Ground Operations System, planning a close air support mission, unique close air support operations, weapons systems and readiness. Volume 3 examines the GRC-206 (V)5 & (V)6 communications pallet, portable radios, and other portable equipment used by a TACP.

1C551-Aerospace Control and Warning Systems Journeyman

3 Volumes: Activated - November 2005

Hours: Volumes - 42 CE - 12
Points: Volumes - 14 CE - 4

SALE RESTRICTED (For Official Use Only) Limited to Department of Defense Personnel
Content: Volume 1 covers upgrade training requirements as an aerospace control and warning systems journeyman. Volume 2 covers the different equipment and how they interface together along with mission planning. Volume 3 covers surveillance, weapons, electronic warfare, and checklist procedures.

1C651-Space Systems Operations Journeyman

4 Volumes: Activated – June 2008

Hours: Volumes - 60 CE - 15
Points: Volumes - 20 CE -   5

Content: Volume 1 covers information about career field basics, career progression, and the organizational structure of our commands, space doctrine, and crew operations. Volume 2 covers information about the space professional program and orbital mechanics. Volume 3 covers information about missile warning and space control. Volume 4 covers information about range operations and satellite command and control.

(1N) Intelligence

(1N) Enrollment Instructions

These CDCs are administered jointly by AU A4L and Goodfellow AFB TX. Enrollments will be processed through PC III or MILPDS. Upon receipt of the Welcome Card AU A4L formerly (AFIADL), training managers must contact the 17 TRS/TSRP, 170 Griffin Street, Goodfellow AFB TX 76908, in writing (FAXs sent DSN 477-3928/5518 or Comm (325) 654-3928/5518 are acceptable) to coordinate shipment of the CDCs and course exams. The request should include the course number, unit POC, DSN number, unit mailing address, and Defense Intelligence Agency (DIA) document account number. If this is a first time request, the letter must also include a unit security manager endorsement verifying the training manager's security clearance and certifying that the unit has suitable storage capability for Secret material and classified course exams. Goodfellow does not mail out hardcopy material to individuals. The CDCs can be downloaded from the SIPRNET at the following URL: www.goodfellow.af.smil.mil/315th.

1A85XX-Airborne Cryptologic Operator Journeyman

3 Volumes: Activated - December 2003

Hours: Volumes - 3 CE - 3
Points: Volumes - 1 CE - 1

Volume I is FOR OFFICIAL USE ONLY and is not for sale.

Volume II is classified SECRET and is not for sale.

Volume III is classified SECRET/COMINT and is not for sale.

Content: Volume 1 is an introduction to aircrew general knowledge to include safety, standardization and evaluations, flight management, flight publications, in-flight communications and information operations. Volume 2 is an introduction to mission operations, to include mission operations of the RC-135, EC-130, and Direct Support operations. Volume 3 is an introduction to cryptologic skills and security.

Special Information: Questions concerning course content or material should be addressed to: 316 TRS/XPC, 156 Marauder St., Goodfellow AFB TX 76908-3402 (Attn: 1A8 CDC Writer) or by calling DSN 477-5603.

Prerequisites for enrolling:

   1. Anyone in the 1AXXX career ladder structure.

   2. Student must possess a current TS/SCI clearance.

   3. This CDC is mandatory for personnel in upgrade training to the 1A85X1 AFSC.

1N051A-Operations Intelligence Journeyman

4 Volumes: Activated - July 2004
Hours: Volumes - 27
Points: Volumes - 9

SALE RESTRICTED (For Official Use Only) Limited to Department of Defense Personnel

Content: Volume 1 is an introduction into intelligence duties, related intelligence specialties, the intelligence organization, intelligence systems and security. Volume 2 covers the briefings, debriefings, aircrew training, personnel recovery, weapons systems and recognition, and intelligence support activities. Volume 3 contains geospatial information and services and mission planning fundamentals. Volume 4 covers doctrine, intelligence support to planning and force employment. Goodfellow does not mail out hardcopy material to individuals. The CDCs can be downloaded from the SIPRNET at the following URL: https://www.goodfellow.af.smil.mil/315th.

Special Information: All queries or comments pertaining to enrollment or test administration should be addressed to AU A4/6O, 50 South Turner Blvd, and Maxwell AFB Gunter Annex AL 36118-5643. Questions concerning course content or materials should be addressed to the 315 TRS/XPP, 154 Canberra Street, Goodfellow AFB TX 76908-4001 (Attn: 1N0 CDC Writer) or by calling DSN 477-5548).

Prerequisites for enrolling:

   1. Anyone in the 1NXXX career ladder structure.

   2. This CDC is mandatory for personnel in upgrade training to the 1N051 AFSC.

1N051B-Operations Intelligence Journeyman

3 Volumes: Activated - September 2004

Hours: Volumes - 12
Points: Volumes - 5

SALE RESTRICTED (Volume II is classified SECRET/ and are not for sale).

Content: Volume 1 is an introduction to Intelligence Preparation of the Battlefield and Information Operations as well as an overview of Predictive Battlespace Awareness. Volume 2 covers Intelligence, Surveillance, and Reconnaissance assets and capabilities. Volume 3 contains Air Force Targeting fundamentals. Goodfellow does not mail out hardcopy material to individuals. The CDCs can be downloaded from the SIPRNET at the following URL: https://www.goodfellow.af.smil.mil/315th.

Special Information: All queries or comments pertaining to enrollment or test administration should be addressed to AU A4/6O, 50 South Turner Blvd, and Maxwell AFB Gunter Annex AL 36118-5643. Questions concerning course content or materials should be addressed to the 315 TRS/DOD, 154 Canberra Street, Goodfellow AFB TX 76908-4001 (Attn: 1N0 CDC Writer) or by calling DSN 477-5548.

Prerequisite for enrolling:
1. Anyone in the 1NXXX career ladder structure.
2. Successful completion of 1N051A.
3. This CDC is mandatory for personnel in upgrade training to the 1N051 AFSC.

1N151-Imagery Analysis Journeyman

3 Volumes: New Activation – October 2006
            Revised - February 2004
            Initial Activation - January 1998

Hours: Volumes - 24 CE - 3
Points: Volumes - 8 CE - 1

(VOLUMES II AND III ARE CLASSIFIED SECRET//NOFORN//MR)

Content: Volume 1 will guide you through the intelligence basics such as security, joint military operations, information operations, and geospatial information and services. Volume 2 covers Intelligence, Surveillance, and Reconnaissance (ISR). Here you will go through the fundamentals of ISR, imagery, and collection platforms and sensors. Volume 3 covers imagery analysis in-depth, from exploitation procedures to report writing and targeting.

Special Information: Questions concerning course content or material should be addressed to the 315 TRS/DOED, 154 Canberra Street, Goodfellow AFB, TX 76908-4001 (Attn: 1N151 CDC Writer), by callinkg DSN 477-5612 (0730-1630 CST), or by unclassified fax at DSN 477-1049. ENSURE CLASSIFIED QUERIES AND COMMENTS RELATING TO CLASSIFIED SUBJECTS REMAIN WITHIN APPROPRIATE SECURITY CHANNELS.

NOTE: Only Volumes 2 and 3 are classified, Volume 1 is unclassified "FOR OFFICIAL USE ONLY".

Request for the EOC test "1N0 and 1N1" should be directed to the 1N0 and 1N1 CDC writers at Goodfellow AFB.

Prerequisites for enrollment:
1. Anyone in the 1NXXX career ladder structure.
2. This CDC is mandatory for personnel in upgrade training to the 1N151 AFSC.
3. SECRET security clearance.

4. Working in an area accredited for storage of SECRET NOFORN materials. Only the Unclassified FOUO volume is individual issue and may be retained by the individual upon completion of the course. The classified volumes MUST be stored, shipped, or destroyed per Air Force approve methods.

1N251-Signals Intelligence Production Journeyman (Cryptologic)

2 Volumes: Revised - August 1998

Hours: Volumes - 51 CE - 12
Points: Volumes - 17 CE - 4

NOT FOR SALE (CLASSIFIED MATERIAL)

Content: This course contains 2 volumes. Volume 1 covers Security, Intelligence Community, Operations Management and Support, Communication Identification, and COPES and File Processing. Volume 2 explains Principles of Radio Wave Propagation and Signal Classification, Radio Signal Collection, Telecommunications, and Intelligence Production. There are self-test questions at the end of each chapter and a volume review exercise at the end of each volume.

Special Information: All queries or comments pertaining to enrollment or test administration should be addressed to AU A4/6O, 50 South Turner Blvd, and Maxwell AFB Gunter Annex AL 36118-5643. Questions concerning course content or materials should be addressed to the 312 TRS/DOCXC, 156 Maurader St. Goodfellow AFB, TX 76908-4113. Ensure that CLASSIFIED queries and comments or those relating to CLASSIFIED subjects remain in appropriate security channels.

Classification of this CDC is TOP SECRET-SPECIAL INTELLIGENCE.

Prerequisites for Enrollment:

1. PAFSC of 1N2X1

2. TOP SECRET SCI security clearance.

3. Working in an area accredited for handling and storage of TOP SECRET SCI material.

4. This CDC is mandatory for personnel in upgrade training to 1N251 AFSC.

The study volumes for this course are not individual issue but are unit property and must be returned to the unit upon course completion.

1N271-Signals Intelligence Production Craftsman (Cryptologic)

1 Volume: Activated - April 1996

Hours: Volume - 27 CE - 9
Points: Volume - 9 CE - 3

NOT FOR SALE (CLASSIFIED MATERIAL)

Content: This course contains 1 volume. This volume covers National Intelligence Community, United States SIGINT System, SIGINT Support to Joint Operations, SIGINT Sites and Functions, Operations Management and Support, Satellites, Mobile and Airborne Systems Capabilities, and CRITIC Reporting. There are self-test questions at the end of each chapter and a volume review exercise at the end of each volume.

Special Information: All queries or comments pertaining to enrollment or test administration should be addressed to AU A4/6O, 50 South Turner Blvd, and Maxwell AFB Gunter Annex AL 36118-5643. Questions concerning course content or materials should be addressed to the 316 TRS/DOCEC, 259 Ft Griffin Ave., and Goodfellow AFB, TX 76908-3402. Ensure that CLASSIFIED queries and comments or those relating to CLASSIFIED subjects remain in appropriate security channels. Classification of this CDC is SECRET-CONTAINS SPECIAL INTELLIGENCE.

Prerequisites for Enrollment:

1. PAFSC of 1N2X1

2. TOP SECRET SCI security clearance.

3. Working in an area accredited for handling and storage of TOP SECRET SCI material.

4. This CDC is mandatory for personnel in upgrade training to 1N271 AFSC.

The study volume for this course is not individual issue but is unit property and must be returned to the unit upon course completion.

1N35XX-Crytologic Linguist Journeyman
2 Volumes: New Activation - October 2002
Revised - June 1998
Revised - January 1999

Hours: Volumes - 15 CE - 6
Points: Volumes - 5 CE -   2

NOT FOR SALE (CLASSIFIED MATERIAL)
Content: Volume 1 covers the national intelligence structure, the signals intelligence community, and security. Volume 2 covers the fundamentals of communications, traffic analysis, and advisory support.

Special Information: All queries or comments pertaining to enrollment or test administration should be addressed to AU A4/6O, 50 South Turner Blvd, and Maxwell AFB, Gunter Annex, AL 36118-5643. Questions concerning course content or materials should be addressed to 316 TRS/DODE, 156 Marauder Street, Goodfellow AFB, TX 76908-3402. Ensure that **CLASSIFIED** queries and comments or those relating to **CLASSIFIED** subjects remain in appropriate security channels.

Prerequisites for enrollment: PAFSC of 1N33XX, a TS/SCI security clearance, and SCI storage capability.

1N37XX-Crytologic Linguist Craftsman
1 Volume: Activated - October 2003
Revised - February 1999
Revised - July 1998

Hours: Volumes - 27 CE - 9
Points: Volumes -   9 CE - 3

NOT FOR SALE (CLASSIFIED MATERIAL)
Content: The course covers the Air Force intelligence structure, information operations, resource management, and signals intelligence reporting.

Special Information: All queries or comments pertaining to enrollment or test administration should be addressed to AU A4/6O, 50 South Turner Blvd, and Maxwell AFB, Gunter Annex, and AL 36118-5643. Questions concerning course content or materials should be addressed to 316 TRS/DODE, 156 Marauder Street, Goodfellow AFB, TX 76908-3402. Ensure that **CLASSIFIED** queries and comments or those relating to **CLASSIFIED** subjects remain in appropriate security channels.

Prerequisites for enrollment: PAFSC of 1N35XX (See note 1), a TS/SCI security clearance, and SCI storage capability.

NOTE: SSgt or above that has completed 7-level CDC for AFSC 1N2, 1N4, or 1N5; and has completed a 1N33XX apprentice course will satisfy the 1N35XX requirement.

1N451-Network Intelligence Analysis Journeyman

3 Volumes: New Activation - September 2005
Revised - May 2003
Revised - June 1999
Initial Activation - July 1996

Hours: Volumes - 51 CE - 12
Points: Volumes - 17 CE - 4

NOT FOR SALE (CLASSIFIED MATERIAL)

Content: Volume 1 covers security, intelligence requirements, the SIGINT community, and support to air and space operations. Volume 2 covers communications methods and theories and traffic/network analysis. Volume 3 covers weapons systems, space related systems, critical civilian infrastructure, protective measures, and SIGINT reporting.

Special Information: All queries or comments pertaining to enrollment or test administration should be addressed to AU A4/6O, 50 South Turner Blvd, and Maxwell AFB Gunter Annex AL 36118-5643. Questions concerning course content or materials should be addressed to the 312 TRS/DOCXC, 156 Maurader Street, Goodfellow AFB TX 76908-4113. Ensure that CLASSIFIED queries and comments or those relating to CLASSIFIED subjects remain in appropriate security channels. This CDC is classified TOP SECRET//COMINT//REL TO USA, AUS, CAN AND GBR.

Prerequisites for Enrollment:

1. PAFSC of 1N251, 1N351, and 1N451.

2. TOP SECRET SCI security clearance.

3. Working in an accredited area for storage and handling of TOP SECRET SCI material.

4. This CDC is mandatory for upgrade to the 5-skill level.

Hardcopy study volumes for this course are not individual issue but are unit property and must be returned to the unit upon course completion. Electronically distributed copies are available on NSANet and Interlink.

1N551-Electronic Signals Intelligence Exploitation Journeyman

5 Volumes: New Activation - December 2003
Revised - October 2000
Revised - May 1999
Initial Activation - September 1994

Hours: Volumes - 84 CE - 42
Points: Volumes - 25 CE - 14

NOT FOR SALE (CLASSIFIED MATERIAL)

Content: Volume 1 is Mathematics and Electronic Signal Theory; Volume 2 is Radar Theory, Applications, and Employment; Volume 3 is ELINT Collection and Processing Fundamentals; Volume 4 is Intelligence Disciplines, Organizations and Procedures; and Volume 5 is Information Operations, ELINT, and Electronic Warfare.

Special Information: All queries or comments pertaining to enrollment or test administration should be addressed to AU A4/6O, 50 South Turner Blvd, and Maxwell AFB, Gunter Annex, and AL 36118-5643. Questions concerning course content or material should be addressed to the 316 TRS/XPC, 156 Marauder St., Suite B, and Goodfellow AFB, TX 76908-3402 or via unclassified e-mail to 316TRS.CDC@goodfellow.af.mil. Ensure that **CLASSIFIED** queries and comments or those relating to **CLASSIFIED** subjects remain in appropriate security channels. Overall classification of this course is SECRET.

Requirements for Successful Completion: A minimum score of 65 percent on the 1N551 Course Examination (version 900-07 or 900-08).

Prerequisite for Enrollment:

1. Anyone with a PAFSC in the 1N551 career ladder structure.

2. SECRET security clearance.

3. Working in an area accredited for storage and handling of SECRET material. The study volumes for this course are considered to be classified working papers once an individual completes the course and must be protected as such. When personnel who are in mandatory upgrade training depart the unit, the classified study volumes will be returned to the Unit Training Manager for reuse.

NOTE: Additional information on this course is available on the 316 Training Squadron's web site at https://www.goodfellow.af.mil/TRS316. Unit Training Managers and Test Control Officers should review the CDC page at https://www.goodfellow.af.mil/TRS316/XP/CDC.htm for information on administering this CDC and obtaining course materials from 316 TRS.

1N651-Electronic Systems Security Assessment Journeyman
2 Volumes: New Activation - June 2004
                     Revised Activation - May 1999
                     Initial Activation - April 1997

Hours: Volumes - 21 CE - 6
Points: Volumes - 6 CE - 2

Content: Volume 1 covers USAF Operations, Information operations, and Communications Theory and Architectures. Volume 2 covers US Military Structures and Telecommunications Monitoring, Analysis and Reporting.

Special Information: All queries or comments pertaining to enrollment or test administration should be addressed to AU A4/6O, 50 South Turner Blvd, and Maxwell AFB, Gunter Annex AL 36118-5643. Questions concerning course content or materials should be addressed to the 316 TRS/XPC, 156 Marauder St, Suite B, and Goodfellow AFB, TX 76908-3402. Ensure that **CLASSIFIED** queries and comments or those relating to **CLASSIFIED** subjects remain in appropriate security channels.

Prerequisites for Enrollment: PAFSC of 1N2X1, 1N3X1, 1N4X1 and IN6X1.

1N671-Electronic Systems Security Assessment Craftsman
1 Volume: Revised - April 1999
                   Revised - August 1997

Hours: Volume - 42 CE - 12
Points: Volume - 14 CE - 4

NOT FOR SALE (CLASSIFIED MATERIAL)
Content: This course provides a brief introduction to the United States (US) national intelligence systems; 1NXXX career fields; and command, control, communications, and computers (C4) of the United States Air Forces. It also covers US communications vulnerabilities, the current threat, and telecommunications monitoring assessment operations.

Special Information: All queries or comments pertaining to enrollment or test administration should be addressed to AU A4/6O, 50 South Turner Blvd, and Maxwell AFB, Gunter Annex, and AL 36118-5643. Questions concerning course content or materials should be addressed to the 316 TRS/DOBE, 156 Marauder Street, Goodfellow AFB, TX 76908-3402. Ensure that **CLASSIFIED** queries and comments or those relating to **CLASSIFIED** subjects remain in appropriate security channels.

Prerequisites for Enrollment: PAFSC of 1N251, 1N351, 1N451 or IN651; a SECRET clearance; and storage capability for SECRET NOFORN information.

(1P) Aircrew Flight Equipment

1P051-Aircrew Flight Equipment Journeyman
5 Volumes: Activated – March 2008

Hours: Volumes – 90 CE – 21
Points: Volumes – 30 CE – 7

Content: Volume 1 covers career progression and general career field knowledge, concerns safety aspects of aircrew flight equipment. Further discussion deals with management and responsibilities, the use of technical orders, and aircrew flight equipment continuation training and mishap investigation.   This volume also covers aircrew flight equipment program management and finally, presents the world of combat operations and how it applies to aircrew flight equipment. Volume 2 covers the world of aircrew personal protective equipment. Volume 3 covers USAF flotation equipment and various survival equipment. Volume 4 covers parachutes and emergency escape systems. Finally, Volume 5 covers tools, testers, sewing machines and fabric items.

1P071-Aircrew Flight Equipment Craftsman
2 Volumes: Activated – May 2008

Hours: Volumes – 24 CE – 6
Points: Volumes –   8 CE – 2

Content: Volume 1 explains the operation of the organization, safety, and training. Volume 2 provides information on Air Force Technical Orders (TO), provide information on logistics supply responsibility and logistics supply management, and provides information on resource management and financial planning, manpower and facilities requirements, and the material deficiency reporting system.

(1S) Safety

1S051-Safety Journeyman
5 Volumes: New Activation – October 2006
             Revised - October 1999
             Initial Activation - December 1994

Hours: Volumes – 66 CE - 15
Points: Volumes – 22 CE - 5

Content: Volume 1 covers the Air Force's mishap prevention program elements. Volume 2 covers environmental considerations and general industrial safety requirements of the workplace. Volume 3 concentrates on electricity, chemicals, pressure systems, construction, and recreational safety. Volume 4 centers on weapons areas, aircraft maintenance and flightline activities, and industrial shops. The final volume, Volume 5 covers safety inspections and mishap investigations.

(1T) Air Crew Protection

1T151-Aircrew Life Support Journeyman
4 Volumes: New Activation - November 2005
             Revised Only - January 1997
             Initial Activation - March 1995

Hours: Volumes - 69 CE - 18
Points: Volumes - 23 CE -   6

Content: Volume 1 covers career progression and general career field knowledge, concerns safety aspects of life support, deals with supply responsibility and accountability, explains your use of technical orders, and tells you about aircrew life support program management. Volume 2 covers G-suits, helmets and helmet-mounted devices, oxygen equipment, emergency communication/signaling equipment, and chemical defense. Volume 3 covers ditching, forced landing, and bailout and related equipment such as: parachutes, survival and medical kits, flotation equipment, and anti-exposure suits. Volume 4 covers aircrew continuation training, aircrew life support combat operations, and conducting aircraft mishap investigations.

1T171-Aircrew Life Support Craftsman

2 Volumes: New Activation - January 2006
                Revised - April 1997

Hours: Volume - 27 CE - 6
Points: Volume - 9 CE - 2

Content: Volume 1 will help you understand the operation of your organization, safety, and training. Volume 2 will help you with resource management as well as technical order (TO) management.

(1W) Weather

1W051A-Weather Journeyman

3 Volumes: Activated - December 2001

Hours: Volumes - 69 CE - 18
Points: Volumes - 23 CE - 6

Content: This course contains three volumes: Volume 1, General Meteorology and Surface Weather Observations; Volume 2, Weather Radar; and Volume 3, METWATCH and Space Environment.

Special Information: This CDC offers the additional theory and information necessary to compliment the OJT process leading to upgrade to AFSC 1W051A. CDC 1W051A is the first of two sequenced courses. Students MUST be enrolled in this course before enrollment can be processed in CDC 1W051B.

All queries or comments pertaining to enrollment or test administration should be addresses to AU A4/6O, 50 South Turner Blvd, Maxwell AFB, Gunter Annex, and AL 36118-5643. Questions concerning course content or materials should be addressed to 335 TRS/UOAA, 700 H. Street, Bldg. 4332, and Keesler AFB, MS 39534-2499.

Prerequisites for Enrollment: (1) Active duty requirement; enrollment is mandatory for graduates of AETC course E3ABR1W031A 011, Weather Forecaster Apprentice Course or AETC course E3ABR1W031 014, Weather Forecaster Apprentice Course. (2) Enrollment is mandatory for retrainees who graduate from either of the courses named above. (3) AFSC 1W031A is required.

NOTE: Successful completion of CDC 1W051A is required for all ANG Weather personnel.

1W051B-Weather Journeyman

3 Volumes: Revised - March 2002
              Initial Activation - February 1996

Hours: Volumes - 60 CE - 15
Points: Volumes - 20 CE - 5

Content: Volume 1, Climatology, Regional Analysis and Forecast Programs, and Forecast Reviews; Volume 2, Forecast Surface Weather Elements and Flight Weather Elements; Volume 3, Air Force Weather Concepts and Doctrine.

Special Information: This CDC offer the additional theory and information necessary to compliment the OJT process leading to upgrade to AFSC 1W051A. CDC 1W051B is the second of a two-course, sequenced series.

All queries or comments pertaining to enrollment or test administration should be addresses to AU A4/6O, 50 South Turner Blvd, Maxwell AFB, Gunter Annex, AL 36118-5643. Questions concerning course content or materials should be addressed to 335 TRS/UOAA, 700 H. Street, Bldg. 4332, and Keesler AFB, MS 39534-2499.

Prerequisites for Enrollment: (1) Active duty requirement; enrollment is mandatory for graduates of AETC course E3ABR1W031A 011, Weather Forecaster Apprentice Course or AETC course E3ABR1W031 014, Weather Forecaster Apprentice Course. (2) Enrollment is mandatory for retrainees who graduate from either of the courses named above. (3) AFSC 1W031A is required.

NOTE: Successful completion of CDC 1W051B is required for all ANG Weather personnel.

1W071A-Weather Craftsman
2 Volumes: Activated - January 2005

Hours: Volumes - 45 CE - 12
Points: Volumes - 15 CE – 4

Content: Volume 1 deals with evaluating air mass soundings, a deeper understanding of the different types of soundings and the likely outcome of each on the weather. Also, explores more sophisticated ways of forecasting winds, turbulence, and icing. Volume 2 covers convective severe weather and nonconvective severe weather. To ensure the basic understanding, this volume covers radar theory, both conventional and Doppler. Finally, you will delve into interpretation and compare meteorological conditions and events to radar products.

1W071B-Weather Craftsman
2 Volumes: Activated - January 2005

Hours: Volumes - 27 CE - 6
Points: Volumes - 9 CE - 2

Content: Volume 1 covers a summary of Satellite Imagery Features and the different METSAT systems, and covers Interpreation of satellite Imagery Features and Meteorological Events. Volume 2 gives an overview of Weather Sensitivities and goes into Military Concepts and Doctrine and covers some of the administrative and operational functions of a weather unit.

(2A) Manned Air and Space Maintenance

AIR AND SPACE GROUND EQUIPMENT

2A652-Aerospace Ground Equipment Journeyman

4 Volumes: Activated – December 2008

Hours: Volumes - 72 CE - 18
Points: Volumes - 24 CE - 6

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Content: Volumes 1 contains broad job knowledge concerned with supply, maintenance management systems, publications, tools, hardware, common aerospace ground equipment (AGE) tasks, and Integrated Maintenance Data System (IMDS). Volume 2 covers electrical and electronic circuits and components along with the test equipment necessary to troubleshoot and maintain these circuits. Volume 3 covers prime movers and electrical generation. Volume 4 covers hydraulic test stands, bomblifts, heaters, air conditioners, air compressors, floodlights, cabin leakage testers, and non-powered AGE.

2A672-Aerospace Ground Equipment Craftsman

2 Volumes: Activated – March 2008

Hours: Volumes: - 36 CE - 9
Points: Volumes - 12 CE - 3

SALE RESTRICTED (For Official Use Only) Limited to Department of Defense Personnel

Content: Volume 1 contains electrical and electronic fundamentals, including theory, circuits, and components. Electrical power generation and electrical test sets are also covered in this volume. Volume 2 covers the EPU-6/E frequency converter, material pertaining to the -95 turbine compressor, basic air conditioning principles, four different but related AGE items, self-generating nitrogen cart (SGNSC), and concludes the volume with coverage of key shop responsibilities.

Special Information: CDC 2AX7X is a requirement for upgrade training.

AIRCRAFT HYDRAULIC

2A655-Aircraft Hydraulic Systems Journeyman

3 Volumes: Activated – February 2003
        Initial Activation – December 1994

Hours: Volumes - 63 CE - 15
Points: Volumes - 21 CE - 5

Content: Volume 1 covers the organizational structure of maintenance throughout the Air Force, the supply system and how it relates to maintenance, technical orders, and safety. Volume 2 covers maintenance principles beginning with principles of hydraulics. Volume 3 is designed to assist in acquiring system knowledge by reviewing certain technical information about different hydraulic parts and systems.

2A675-Aircraft Hydraulic Systems Craftsman

1 Volume: Activated - September 2000
        Initial Activation - August 1996

Hours: Volume - 12 CE - 3
Points: Volume - 4 CE - 1

Content: This one volume course contains management, maintenance, and troubleshooting information required to attain the job-related knowledge necessary for this career field.

Special Information: CDC 2AX7X is a requirement for upgrade training.

AIRCREW EGRESS

2A653-Aircrew Egress Systems Journeyman

5 Volumes: Activated - August 2003
        Initial Activation - October 1995

Hours: Volumes - 57 CE - 15
Points: Volumes - 19 CE - 5

Content: Volume 1 outlines general training as it applies to the Air Force Occupational and Environmental Safety Fire Protection, and Health (AFOSH) Program, and technical order publication. Volume 2 presents two current maintenance management concepts and proper supply and maintenance documentation procedures, necessary to ensure effective use and control over our resources. Volume 3 covers egress fundamentals on inspection, storage, and transportation of egress explosives; electrical and pneumatic principles; air and space ground and test equipment; and corrosion and foreign object inspection techniques. Volumes 4 and 5 are devoted to egress system theory and specific maintenance practices.

AIRCRAFT FUELS

2A654-Aircraft Fuel Systems Journeyman

3 Volumes: New Activation - May 2004
        Initial Activation - November 1995

Hours: Volumes - 48 CE - 12
Points: Volumes - 16 CE - 4

Content: Volume 1 covers various maintenance fundamentals and administrative responsibilities maintenance personnel are required to know. Volume 2 deals with aircraft fuel systems, subsystems, and components. Volume 3 covers integral fuel tank and fuel cell maintenance and includes topics such as aircraft familiarization, special tools and equipment, confined space entry, and fuel leak isolation.

INSTRUMENT AND FLIGHT CONTROL SYSTEMS

2A553B-Instrument and Flight Control Systems Journeyman

5 Volumes: New Activation – January 2007
        Revised – August 2003
        Initial Activation – October 2000

Hours: Volumes - 114 CE - 30
Points: Volumes -   38 CE - 10

Content: Volume 1 covers general information needed to successfully perform your duties. Subjects include basic functions and responsibilities of the maintenance complex, maintenance data collection, supply discipline, and technical publication information. Volume 2 covers general avionic information such as maintenance and inspection, organizational level maintenance, fundamentals of on-equipment maintenance, electronic fundamentals, and aircraft familiarization. Volume 3 covers avionic systems, to include general support information, general computer complex, flight instrument prnciples, and aircraft information and warning. Volume 4 covers flight environment data, general navigation, and indicating systems. Volume 5 covers flight control and autopilot information.

HELICOPTER

2A552-Helicopter Journeyman

3 Volumes: Activation – August 2007
           Revised - February 2004
           Initial Activation - October 1997

Hours: Volumes - 72 CE - 18
Points: Volumes - 24 CE - 6

Content: Volume 1 covers general subjects common to both helicopters and tilt rotor aircraft. Volume 2 covers the airframe construction, landing gear, hydraulic, utility, electrical, lighting, instrument, fuel systems, rotors and flight controls, and the power plant and drive train. Volume 3 covers the airframe construction and information on the following major systems: landing gear, hydraulic, utility, electrical, instruments, fuel, flight controls rotor systems, and the power plant and drive train.

2A572-Helicopter Craftsman

3 Volumes: Activated - February 1999
Hours: Volumes - 51 CE - 12
Points: Volumes - 17 CE - 4

Content: Volume 1 pertains to troubleshooting and rigging the H-1 (Huey) helicopter's major systems. Volume 2 covers troubleshooting and rigging of the major systems on the H-53 helicopter. Volume 3 covers troubleshooting and rigging of the major systems on the H-60 helicopter.

Special Information: CDC 2AX7X is a requirement for upgrade training.

AIR AND SPACE PROPULSION

2A651-Aerospace Propulsion Journeyman

5 Volumes: Activated – July 2008

Hours: Volumes – 114 CE – 30
Points: Volumes – 38 CE – 10

Content: Volume 1 covers the maintenance complex, career progressions, work environment safety, foreign object damage (FOD), hazardous materials handling, maintenance supply functions, technical orders (TO), engine maintenance management systems, engine hardware, general engine maintenance procedures, engine corrosion control, storage and shipment, and nonpowered support equipment. Volume 2 covers jet engine operating principles, with that a discussion on engine operation as well as the factors that affect its operation, a discussion on general engine construction and its make up, and lastly, a look at the differences between construction on heavy and fighter aircraft. Volume 3 covers jet engine fuel, oil, starter, ignition, and electrical systems. Volume 4 covers the constructional features, systems, operation, inspections, and balancing of the Dowty R391 and 54H60-91 propellers.

Also, discuss the types and constructional features of small gas turbine engines. Volume 5 covers engine operation and testing procedures, instrumentation/testing equipment, jet engine operational checks and adjustments on the test stand, noise suppressors, and engine removal and installation in the airframe. Finally, this volume finishes up by covering the various types of jet engine inspections and also damage analysis.

INTEGRATED AVIONIC SYSTEMS

2A352E-Integrated Avionic Systems Journeyman

4 Volumes: Activated - June 2004
            Initial Activation - September 1999

Hours: Volumes - 60 CE - 15
Points: Volumes - 20 CE - 5

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Content: Volume 1 covers fire control related systems found on board F-16C/D model aircraft. Volume 2 covers system specific subjects related to F-16 avionics. Volume 3 covers navigation systems, which includes navigation basics, basic inertial navigation system theory, and the strapdown inertial navigation system and global positioning system. Also, covers data transfer equipment and airborne videotape recorder system operation, and a couple of navigational aids, which include tactical air navigation and instrument landing system. Volume 4 covers system specific subjects related to F-16 avionics.

Special Information: Along with this course, you'll also be required to take CDC 2A352D and 2A352F. It is recommended that CDC 2A352D be taken prior to CDCs 2A352E and 2A352F.

2A352F-Integrated Avionic Systems Journeyman

3 Volumes: Activated October 2004
            Revised - January 2002
            Initial Activation - February 2000

Hours: Volumes - 42 CE - 12
Points: Volumes - 14 CE - 4

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Content: Volume 1 covers the F-16 countermeasures system, contains radar threat warning and ALQ-214 systems, and covers aircraft instruments. Volume 2 covers flight environmental systems to include air data systems, pitot-static instrument operation, and central air data computer system specifics. Also, discusses the basics of flight control aerodynamics to include aerodynamic principles, airfoil designs, and the evolution of the flight control system. Volume 3 covers the F-117 avionic systems, and contains Predator unmanned aerial vehicle (UAV) and CV-22 avionic systems.

Special Information: Along with this course, students are required to take CDC 2A352D and 2A352E. It is recommended that CDC 2A352D be taken prior to CDCs 2A352E and 2A352F.

2A352G-Integrated Avionic Systems Journeyman

4 Volumes: Activated - March 2008

Hours: Volumes - 66 CE - 15
Points: Volumes - 22 CE - 5

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Content: Volume 1 covers information on F-16 aircraft description and the familiarization of the F-16 danger and caution areas and aircraft safety. This volume covers technical orders and the numbering system used to identify them, how to properly maintain technical orders, and reporting technical order deficiencies. Also covers maintenance inspections, deficiency reporting and aircraft forms to be used on the flightline. And lastly, discusses the fundamentals of avionic system maintenance to include aircraft wiring, binary number systems and relays. Volume 2 covers F-16 fire control systems. It will provide a familiarization of the enhanced expanded fire control computer (EEFCC) and the modular mission computer (MMC). Covers fire control displays, such as the heads-up display, multifunction display, and the upfront controls and the joint helmet mounted cueing system. Also covers, fire control radar facts and principles, and lastly discusses the combined altitude radar altimeter system and aircraft boresight procedures. Volume 3 covers F-16 flight environment and air data systems, the flight control system that gives the basic flight control aerodynamics knowledge as well as analog and digital flight control characteristics, and finally covers aircraft instruments where synchro components, as well as engine oil pressure and fan turbine inlet temperature, will be explained.

2A352H-Integrated Avionic Systems Journeyman

3 Volumes: Activated – March 2008

Hours: Volumes – 57 CE – 15
Points: Volumes – 19 CE – 5

SALE RESTRICTED (For Official Use Only) Limited to Department of Defense Personnel
Content: Volume 1covers information on the MQ-1 unmanned aerial vehicle's general description, safety considerations and selected "representative" avionics systems from AFS. Covers RQ-4 unmanned aerial vehicle's general description, safety considerations and selected representative avionics systems. Also covers the CV-22 tilt rotor aircraft's general description, safety considerations and selected representative avionics systems. Volume 2 covers information on the F-22 Raptor's general description, safety considerations, fiber optic cabling and the use of the polyalphaolefin (PAO) cart and portable maintenance aid (PMA). Covers integrated vehicle subsystem controller (IVSC) and the data transfer equipment (DTE), specifically selected F-22 systems representative of the avionics systems in this field. Finally, covers the air-to-air interrogator (AAI) and intra-flight data link (IFDL) systems, again specifically selected to be representative of the avionics systems in this field. Volume 3 covers the aircraft's electrical power system, the aircraft's bleed air system, the aircraft's cooling systems, the aircraft's pressurization system, the aircraft's gas generation systems, and the aircraft's landing gear system.

2A372-Integrated Avionics Systems Craftsman

2 Volumes: Activated – March 2008

Hours: Volumes - 30 CE - 9
Points: Volumes – 10 CE - 3

SALE RESTRICTED (For Official Use Only) Limited to Department of Defense Personnel
Content: Volume 1 covers F-16 fire control systems, and tactical air navigation and identification friend or foe. Volume 2 focuses on flight environment systems, flight controls, and radar threat warning systems.

F-15 Avionics Systems
2A351-F-15/A-10/U-2 Avionic Systems Journeyman

2 Volumes: Activated – February 2008

Hours: Volumes - 21 CE - 6
Points: Volumes - 7 CE - 2

Content: Volume 1 covers AF maintenance concept, technical publications, and common tool usage, removal and replacement of LRUs, maintenance information systems and forms, and supply discipline. Volume 2 covers aircraft wiring and connectors, numbering systems and conversions, and covers the AFOSH program and flight-line safety.

Special Information: CDC 2A351 and one of the 2A351A/B/C shredded CDCs are mandatory for upgrade training to the five skill level, and the other two shreds must be taken for seven level upgrade. They may be taken in any order.

2A3512-A-10/F-15/U-2 Avionic Systems Journeyman
4 Volumes: Activated – January 2008

Hours: Volumes - 108 CE - 27
Points: Volumes -   36 CE - 9

Content: Volume 1 covers the central computer complex, discusses display systems, deals with F-15 navigation systems, and covers A-10 and U-2 navigation systems. Volume 2 gives an insight into the inner working and operation of the F-15's radar system, takes an in-depth look at the A-10's low altitude safety and targeting enhancements (LASTE) system, and explains the LASTE modes of operation. Volume 3 covers fuel quantity systems on the A-10, F-15, and U-2 aircraft, covers navigation instruments (heading attitude reference system (HARS) and horizontal situation indicator (HSI), covers flight instrument systems to include pitot/static and air data, two units will cover the flight control systems at the A-10, F-15, and U-2 aircraft, and finally this volume covers the F-15 engine air intake system and the A-10 turbine engine monitoring system. Volume 4 covers the communication systems that include basic radio principles and components within a communication system, discusses identification systems, which includes the basic identification, friend-or-foe (IFF) systems used on the F-15 and U-2 aircraft, gives an overview of the radar warning receiver system, internal countermeasures set and external countermeasures, and finally this volume looks at the tactical air navigation and avionics systems integration.

Structural Maintenance

2A751-Aircraft Metals Technology Journeyman
5 Volumes: New Activation – July 2006
                Revised - October 2003
                Initial Activation - April 1999

Hours: Volumes - 123 CE - 30
Points: Volumes - 41 CE - 10

Content: Volume 1 covers metal properties, heat treatment furnace, heat treatment of metals, and metals processes, also covers shop math and some formulas, and shop safety. Volume 2 covers drafting principles, information on drawing composition and CAD, and discusses the subject matter on design and manufacture, as well as how to fit and assemble parts and discusses the broad range of hardware used and information on workcenter documentation. Volume 3 covers information concerning the basic tooling and equipment items used in the shop. Volume 4 covers cutting tools lathe construction, contains information on specialized lathe operations and lathe maintenance, discusses milling machines, milling machine attachments, and their use, and basic tool and cutter operations, and computer numerical control (CNC) programming. Volume 5 covers welding tasks.

2A752-Nondestructive Inspection Journeyman

4 Volumes: Revised - August 2000
   Initial Activation - February 1996

Hours: Volumes - 81 CE - 21
Points: Volumes - 27 CE - 7

Content: Volume 1 gives general information on various maintenance terms and techniques. It broadens your knowledge of Air Force safety and metallurgy. Volume 2 deals with parts cleaning and optical, penetrant, and magnetic particle inspections. It also deals with the actual inspections as they pertain to the job. Volume 3 covers ultrasonics, eddy current, and oil analysis equipment and methods. Volume 4 deals with the principles of X-ray equipment and film processing equipment, operation and maintenance, and radiation safety. It also covers radiographic procedures, technique development, and bond testing and advanced composites.

2A753-Aircraft Structural Maintenance Journeyman

5 Volumes: New Activation – March 2007
   Revised - December 2002
   Revised - April 1999
   Initial Activation - December 1995

Hours: Volumes - 99 CE - 24
Points: Volumes - 33 CE -   8

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Content: Volume 1 covers basic hand tools through specialized tools, specialized equipment and equipment maintenance, aircraft metals characteristics and fabrication procedures, and layout techniques. Volume 2 covers corrosion control inspection, prevention, and repair also cover technical publications. Volume 3 covers the different fasteners used in the structural maintenance career field, as well as aircraft tubing characteristics and fabrication. Volume 4 covers aircraft cable assemblies and metal repair, including fabrication, inspection, and documentation. Volume 5 covers low-observable material technology, and composites and plastics.

Avionics Test Station/Component

2A051-Avionics Test Station and Aircraft Component Journeyman

3 Volumes: Revised - August 2005
   Revised - June 1999
   Initial Activation - May 1994

Hours: Volumes - 42 CE - 9
Points: Volumes - 14 CE - 4

Content: Volume 1 pertains to general career field fundamentals. Volume 2 pertains to general aircraft systems theory. Volume 3 covers the electronic principles you need to know to do your job.

Special Information: Enrollment in 2A051 is required prior to enrollment in 2A051A, 2A0511, or 2A0512.

2A051A-F-15 Avionic Test Station and Component Journeyman

3 Volumes: Revised - September 2005
   Revised - November 1999
   Initial Activation - December 1994

Hours: Volumes - 42 CE - 12
Points: Volumes - 14 CE - 4

Content: Volume 1 pertains to specific software, equipment, and systems you will have an opportunity to work with during your Air Force career. Volume 2 pertains to the Electronic Systems Test Set. Volume 3 pertains to only two of the many tester replaceable units incorporated in the TISS test station.

Special Information: Enrollment in 2A051 is required prior to enrollment in 2A051A.

2A0511-Avionic Test Station and Aircraft Component Journeyman (F-16 and F-117 Test Equipment)
2 Volumes: New Activation – September 2006
              Initial Activation - August 2003

Hours: Volumes - 39 CE - 9
Points: Volumes - 13 CE - 3

Content: Volume 1 covers basic configuration of an F-16 advanced computer test station, covers the software system, support equipment, computer/inertial test station peculiar equipment and software, and discusses the displays/indicators test station, processors/pneumatics test station, and radio frequency test station. Volume 2 covers the F-16 improved avionics intermediate shop (IAIS) test station and the F-117 consolidated automatic test equipment (CATE).

Special Information: Enrollment in 2A051 is required prior to enrollment in 2A0511.

2A0512-Avionic Test Station and Aircraft Component Journeyman (B-1B, C-17, B-2 & F-117 Test Equipment)
3 Volumes: New Activation – November 2006
              Initial Activation - September 2003

Hours: Volumes - 39 CE - 9
Points: Volumes - 13 CE - 3

Content: Volume 1 covers the common core of the B-1 test stations, the make up of the digital defensive automatic test equipment (ATE) augmentation equipment (DAAE) and covers some of the components and operation of the digital-analog video test station. Also cover the radar/electronic warfare (R/EW) test station and discusses the radio frequency (RF) DAAE, and describes the components that make up the advaced digital test station and introduces a few pieces of support equipment used in the B-1 avionics shop. Volume 2 covers the B-2 test station and some of the support equipment used with that station, discusses the components that make up the C-17 test station, and highlights some general support information that can apply to just about any avionics shop that might be assigned to this career field. Volume 3 discusses navigation systems that help pilots get from point A to point B, covers voice and data communication systems, explains the components of a pitot static system, which provide vital information to the pilot during flight, and deals with the Benchtop Recogfigurable Automatic Tester, which can be used to test and troubleshoot many different avionics components.

Special Information: Enrollment in 2A051 is required prior to enrollment in 2A0512.

2A051C-Avionic Sensor Systems Journeyman
4 Volumes: Activated - April 2003

Hours: Volumes - 90 CE - 24
Points: Volumes - 30 CE - 8

Content: Volume 1 addresses logistics management, written documentation, computers, and safety. Volume 2 finishes out the fundamental topics by addressing test equipment, troubleshooting techniques, and sensor system principles. Volumes 3 one system: low altitude navigation and targeting infrared for night (LANTIRN). Volume 4 completes the discussions of tactical guidance systems by covering IRADS, Pave Penny, U-2 reconnaissance and CTVS.

2A051D-Avionics Test Station and Components – Electronic Warfare Systems Journeyman

5 Volumes: Activated - October 2002

Hours: Volumes - 66 CE - 15
Points: Volumes - 22 CE - 5

Content: Volume 1 deals with avionics maintenance management. Volumes 2 and 3 cover avionics maintenance principles. Volume 4 reviews electronic warfare principles and systems, and Volume 5 provides lessons on test equipment and electronic principles.

Aerospace Maintenance

2A551-Aerospace Maintenance Journeyman

3 Volumes: Revised - September 2003
            Initial Activation - September 1994

Hours: Volumes - 78 CE - 18
Points: Volumes - 26 CE - 6

Content: Volume 1 covers general information such as, ground safety; flightline safety; maintenance management; training documents; the technical order system; aircraft inspection concepts; maintenance material; corrosion control; ground handling; crash recovery, and supply. Volume 2 covers general information about nonpowered and powered aerospace ground equipment; airframe and flight control system fundamentals; troubleshooting flight control, hydraulic, and landing gear system malfunctions; elements of physics; basic pneudraulic units and systems; landing gear system fundamentals; wheels and tires; electrical principals; electrical system components. Volume 3 contains information about jet engine theory; engine construction; engine subsystems; the Joint Oil Analysis Program; aircraft fuel systems; pumps; valves; miscellaneous fuel system components; engine bleed air systems; air conditioning systems; pressurization systems; fire and overheat warning systems; oxygen systems; and liquid cooling systems.

Aircraft Maintenance

2AX7X-Aerospace Maintenance Craftsman

2 Volumes: New Activation - September 2004
            Last Updated – September 2004

Hours: Volume - 30 CE - 9
Points: Volume - 10 CE - 3

Content: Volume 1 covers maintenance philosophy and policy, maintenance organization key leader responsibilities, and maintenance organizational structure and functions. Volume 2 covers maintenance training and personnel resource management, maintenance supply, technical order policy, and maintenance requirements and programs.

2A353-Fighter Aircraft Maintenance Journeyman

5 Volumes: Activated – April 2007

Hours: Volumes – 114 CE – 30
Points: Volumes – 38 CE – 10

Content: Volume 1 covers general subjects that pertain to your career field. These subjects include safety, ground handling, technical orders, maintenance management, training documents, aerospace ground equipment, data documentation, aircraft hardware, measuring tools, the supply system, equipment accountability, aircraft forms documentation, inspection concepts, and corrosion control. Volume 2 covers the different systems of the F-15 aircraft, which will give a basic understanding of how the aircraft works. These consist of aircraft utilities, engines, hydraulics, fuels, and electrical systems. Volume 3 covers F-16 and F-117 aircraft. The major components and systems will be covered in each section of the specific aircraft. Volume 4 covers A-10, U-2 and UAV aircraft. Each aircraft has its own unit in the volume, with each major system and subsystem adequately covered to help in your advancement. Volume 5 introduces the newest aircraft in the inventory, the F-22. This volume covers inspections, hydraulics, engines, vehicle management, support equipment, electro/environmental, auxiliary power, stored energy, and weapons systems that are a part of the newest state of the art technology the Air Force has to offer.

Electronic Warfare

2A553C-Electronic Warfare Systems Journeyman
6 Volumes: Revised - October 2002
        Initial Activation - October 2000

Hours: Volumes - 99 CE - 24
Points: Volumes - 33 CE - 8

Content: The first volume contains general and job-related knowledge that applies to the avionics career field. Volume 2 continues with maintenance principles of safety, security, inspection systems, and preventative maintenance. Volume 3 covers avionic systems maintenance of aircraft wiring, wiring maintenance, major structural areas, major systems, and danger areas of aircraft. Volume 4 discusses common and specialized avionic test equipment utilized in the career field and reprogramming of electronic warfare systems. Volume 5 provides a thorough understanding of the electronic warfare principles governing your AFSC. Volume 6 covers a wide variety of representative electronic warfare systems covering transmitters, receivers, expendables, infrared, and warning systems of various aircraft.

2A553D-Airborne Surveillance Radar Systems Journeyman
5 Volumes: Activated - October 2002

Hours: Volumes - 72 CE - 18
Points: Volumes - 24 CE - 6

Content: The first volume deals with the general topics of AF publications, maintenance management, material management, maintenance data collection, and maintenance documentation. Volume 2 is an extensive volume with information on general shop and flightline safety, environmental hazards, organizational security, corrosion control, maintenance inspections, and preventive maintenance. Volume 3 provides an introduction to using common test equipment and discusses the use of seven different pieces of general test equipment. Volume 4 is devoted entirely too teaching basic electronic fundamentals. Volume 5 is the final volume and covers basic computer and radar fundamentals.

2A553E-Airborne Warning and Control/Interrogator Systems Journeyman
5 Volumes: New Activation - February 2005
        Initial Activation - July 2003

Hours: Volumes - 96 CE - 24
Points: Volumes - 32 CE - 8

Content: Volumes 1A covers the operation and maintenance of two major areas of the surveillance radar system. Volume 1B covers the operation and maintenance of several major area of the RSIP surveillance radar system. Volume 2 covers the Airborne Warning and Control System (AWACS) radar transmitter, transmitter fault analysis and calibration, describe the AWACS antenna by providing a general overview of the antenna, and covers the beyond-the-horizon (BTH) and pulse Doppler (PD) receiver functions. Volume 3 covers the principal operation of the adaptive signal processor (ASP)/radar interface adapter unit (RIAU). Describes the maritime surveillance capability (MSC) receiver, explains how the data land mass blanker (DLMB) blanks unwanted returns and provide guidance into DLMB fault detection and fault isolation, and discusses overall surveillance radar operation. Volume 4 covers basic interrogator and transponder interaction, the interrogator system functional area, the interrogator mission tie-in and system circuits, and discusses the interrogator system operation, checkout, and trouble analysis.

2A553F-Joint Surveillance Target Attack Radar System Journeyman

1 Volume: New Activation - February 2005
                Initial Activation - November 2002

Hours: Volume - 15 CE - 3
Points: Volume -   5 CE - 1

Content: This one volume course pertains to the theory of operation of the major subsystems of the Joint STARS Surveillance System. Also cover the theory of operation of the data processing, the radar subsystem, and the environmental control system.

Communications/Navigation Systems

2A452B-Aircraft Communications/Navigation Systems Journeyman

4 Volumes: Activated - June 1995

Hours: Volumes - 69 CE - 18
Points: Volumes - 23 CE -   6

Content: Volume 1 covers transmitter and receiver fundamentals; RF wave propagation characteristics; and HF, VHF, and UHF communication systems. Volume 2 explores the principles of secure voice, emergency communication, and the interphone system. Volume 3 introduces you to the navigational systems; and Volume 4 is devoted to teaching you radar principles, as well as Doppler and GPS characteristics and operation.

Special Information: CDC 2A452A is a mandatory prerequisite for enrollment in 2A452B. CDC 2A452B is a mandatory prerequisite for enrollment in CDC 2A452C.

2A452C-Aircraft Communication/Navigation Systems Journeyman

2 Volumes: Revised - November 1999
                Initial Activation - December 1995

Hours: Volume - 30 CE - 9
Points: Volume - 10 CE - 3

Content: Volume 1 discusses the Stationkeeping Equipment (SKE) system. It covers the SKE operating characteristics and major components, basic system operation, and studies the Zone Marker. Volume 2 deals with specialized aircraft and the Joint Tactical Information Distribution System (JTIDS), and covers information pertaining to the operational aspects of this career field.

Special Information: CDCs 2A452A/B are mandatory prerequisites for enrollment in CDC 2A452C.

2A553A-Communication and Navigation Mission Systems Journeyman
6 Volumes: Activated – February 2007
             Revised - October 2001

Hours: Volumes - 81 CE - 21
Points: Volumes - 27 CE - 7

Content: Volume 1 contains general and job-related knowledge that apply to the avionics career field. Volume 2 provides information on general aircraft familiarization, aircraft inspection, forms, electrostatic devices, aircraft wiring and repair procedures, and some basic digital electronics. Volumes 3 covers different navigation principles, discusses radar concepts and application, explains the operating theory of amplitude modulation (AM), frequency modulation (FM), and single sideband (SSB) transmitters and receivers, and covers the operating principles of high-frequency (HF), very-high frequency (VHF), and ultra-high frequency (UHF) radio systems. Volume 4 covers VHF omnidirectional radio, and the instrument landing system and microwave landing system principles, covers the tactical air navigation system principles, discusses identification, friend or foe, and the Traffic Alert and Collision Avoidance System applications, explains satellite and secure voice communications theory, and covers cryptographic, emergency, interphone and airborne videotape recording systems. Volume 5 covers low-light television system and infrared principles, discusses test equipment common to your AFSC, and covers test equipment more specific to your job, along with some general troubleshooting guidance. Volume 6 includes information about the new TADL-J or Link 16 system.

Aircraft Electrical and Environmental Systems

2A656-Aircraft Electrical and Environmental Systems Journeyman

5 Volumes: Revised - October 2002
            Initial Activation - April 1999

Hours: Volumes - 90 CE - 24
Points: Volumes - 30 CE - 8

Content: Volume 1 pertains to career field fundamentals. Volume 2 covers maintenance fundamentals. Volume 3 contains system operations and troubleshooting of different aircraft electrical systems. Volume 4 pertains to aircraft environmental systems. Volume 5 covers the operations of aircraft fire extinguishing, liquid coolant, and oxygen systems.

2A676-Aircraft Electrical and Environmental Systems Craftsman

1 Volume: Revised - October 2005
         Revised - August 2002
         Initial Activation - August 1996

Hours: Volume - 9 CE - 3
Points: Volume - 3 CE - 1

Content: This one volume course contains maintenance and troubleshooting information required to attain the job-related knowledge necessary for this career field.

Special Information: CDC 2AX7X is a requirement for upgrade training.

Guidance and Control Systems

2A152B-Avionics Guidance and Control Systems Journeyman

3 Volumes: Activated - April 1995

Hours: Volumes - 39 CE - 9
Points: Volumes - 13 CE - 3

Content: Volume 1 includes principles-related material designed to enhance knowledge of the stability augmentation and the automatic flight control systems. Volume 2 includes principles-related material designed to enhance knowledge of all types of inertial navigation and fuel savings advisory systems. Volume 3 covers operation of the Attitude Heading Reference System; functional examination of the Attitude Heading Reference system components; and the Flight Director system, which includes the Rotation-Go-Around and Comparator Warning Monitor subsystems.

2A152C-Avionics Guidance and Control Systems Journeyman

3 Volumes: Activated - December 1995

Hours: Volumes - 24 CE - 6
Points: Volumes - 8 CE - 2

Content: Volume 1 covers the position indicating, engine data, and fuel quantity indicating systems. Volume 2 covers the flight instrument, altitude reporting, and air data computer systems. Volume 3 covers the ground proximity warning, stall warning, flight recorder, cockpit display, and periscope sextant systems.

2A451B-Aircraft Guidance and Control Systems Journeyman

3 Volumes: Activated - April 1995

Hours: Volumes - 33 CE - 9
Points: Volumes - 11 CE - 3

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Content: Volume 1 contains information pertaining to automatic flight control systems on aircrafts such as the B-52, KC 135, C130, and C-17 electronic flight control system. Volume 3 contains information that covers operation of the attitude heading reference system, which includes the aircraft compass system.

2A451C-Aircraft Guidance and Control Systems Journeyman

3 Volumes: Activated - December 1995

Hours: Volumes - 27 CE - 6
Points: Volumes -   9 CE - 2

SALE RESTRICTED (For Official Use Only) Limited to Department of Defense Personnel
Content: Volume 1 covers the position indicating, engine data, and fuel quantity indicating systems. Volume 2 covers the flight instrument, altitude reporting, and air data computer systems. Volume 3 covers the ground proximity warning, stall warning, flight recorder, and cockpit display systems.

(2E) Communications-Electronics Journeyman

2EX5X-Communications Electronics Journeyman
3 Volumes: Activated – May 2007
              Initial Activation - December 2003

Hours: Volumes - 45 CE -12
Points: Volumes - 15 CE - 4

Content: Volume 1 covers the career path of Communications-Electronics technicians, and addresses management of the maintenance activity. Volume 2 covers modulation and digital techniques, general purpose instruments used for testing, and describes radio frequency test equipment. Volume 3 covers standard maintenance practices, electrical power systems used for emergency backup power, and describes expeditionary communications that C-E technicians support.

2E051-Ground Radar Systems Journeyman
3 Volumes: New Activation - January 2004
            Initial Activation - May 2002

Hours: Volumes - 69 CE - 18
Points: Volumes - 23 CE - 6

Content: Volume 4 covers a general introduction of the basic principles of radar indicators, identification friend or foe/selective identification feature (IFF/SIF). Volume 5 covers the different airfield systems used in your career field. It also begins with an introduction to the types and purposes of airfield systems. Volume 6 covers general radar deployment principles, also covers introduction to radar systems and explains the functional operation of each area of the radar system.

Special Information: This course is complete with volumes 4, 5 and 6. The 2EX5X covers volumes 1, 2 and 3. Students enrolling in 2E051 are also required to simultaneously enroll in the 2EX5X CDC. Both courses must be completed within 12 months.

2E151-Satellite, Wideband and Telemetry Systems Journeyman
3 Volumes: New Activation – August 2007
            Revised - August 2005
            Revised – January 2004
            Revised – May 2002
            Initial Activation - September 2000

Hours: Volumes - 60 CE - 15
Points: Volumes - 20 CE - 5

Content: Volume 1 covers electromagnetic pulse (EMP), and electromagnetic interference (EMI), discusses transmission lines (wire, waveguide and fiber), modulation and multiplexing equipment, and data buses used to move data through a system and connect equipment to equipment, examines basic RF transmission theory (antennas and propagation), satellites and satellite tracking, and concludes the volume by discussing timing principles and frequency sources. Volume 2 covers 2E career field integrates into the national command, control, communications, computers, intelligence, surveillance and reconnaissance (C4ISR) network. Volume 3 covers Milstar and Air Force communications systems, the Defense Satellite Communications Systems (DSCS), commercial satellite communications systems, and finally communications planning and bandwidth management.

Special Information: Students enrolling in 2E151 are also required to simultaneously enroll in the 2EX5X CDC. Both courses must be completed within 12 months.

2E152-Meteorological and Navigation Systems Journeyman
3 Volumes: New Activation – April 2006
            Revised - December 2003
            Initial Activation - May 2002

Hours: Volumes - 48 CE - 12
Points: Volumes - 16 CE -   4

Contents: Volume 1 covers information on the airfield system technician, occupational hazards and technical publications, equipment/facility certification, and CSIRS, transmitters, receivers, transceivers, and covers transmission lines and antenna systems. Volume 2 covers Air Traffic Control Communications Systems, Meteorological Systems, Tactical Airfield Systems, and Special Systems. Volume 3 covers Instrument Landing Systems (ILS), and covers the VORTAC (Very High Omni range set) and TACAN (Tactical Air Navigation System).

Special Information: Students enrolling in 2E152 are also required to simultaneously enroll in the 2EX5X CDC. Both courses must be completed within 12 months.

2E153-Ground Radio Communications Journeyman

2 Volumes: New Activation - January 2004
            Initial Activation - May 2002

Hours: Volumes - 27 CE - 6
Points: Volumes -   9 CE - 2

Content: Volume 4 discusses operation theory of some common radio communications equipment and then gives an overview of transmission lines and antenna principles. Finally, Volume 5 wraps up the course with an overview of communications systems used in support of important Air Force missions such as Tactical Air Control, Intelligence, High Frequency Global Communications, Air Traffic Control, and Missile Communications. Upon completion of the course, trainee will possess a solid foundation of knowledge upon which to build a successful career in the Ground Radio Communications field.

Special Information: This course is complete with volumes 4 and 5. The 2EX5X covers volumes 1, 2 and 3. Students enrolling in 2E153 are also required to simultaneously enroll in the 2EX5X CDC. Both courses must be completed within 12 months.

2E154-Visual Imagery and Intrusion Detection Systems Journeyman
3 Volumes: Activated – April 2008

Hours: Volumes - 36 CE - 9
Points: Volumes - 12 CE - 3

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Contents: Volume 1 discusses safety as it applies to the VIIDS career field, covers the requirements and standards for establishing intrusion detection systems, and finally covers annunciators, command and control systems used for assessing and monitoring. Volume 2 covers the basic knowledge of broadcasting principles of television, transmission principles, microwave and satellite systems; as well as antennas. Volume 3 covers the principles of photography, cameras, film processors, and associated imagery equipment.

Special Information: Students enrolling in 2E154 are also required to simultaneously enroll in the 2EX5X CDC. Both courses must be completed within 12 months.

2E251-Network Infrastructure Systems Journeyman

3 Volumes: New Activation – November 2007
            Last Updated – December 2003

Hours: Volumes - 27 CE - 6
Points: Volumes - 9 CE - 2

Content: Volume 1 covers the explanation of network infrastructure systems, and addresses contributions to the AF communications mission. Volume 2 covers communications & information technology concepts. Volume 3 covers security and information protection concepts.

2E652-Communications Cable and Antenna Systems Journeyman
3 Volumes: New Activation - November 2005
              Revised - December 2003
              Revised - April 2002
              Initial Activation - April 2001

Hours: Volumes - 117 CE - 30
Points: Volumes - 39 CE - 10

Content: Volume 1 begins with an overview of the different roles within this AFSC. It also provides information concerning safety and some of the hazards associated with this career field. The different type of ropes you may use is also covered. Volume 2 provides information on the different types of cabling infrastructures you will be maintaining. Volume 3 provides all aspects of fiber optic cabling and information on testing telecommunications cables.

Special Information: This course is completed with volumes 4, 5 and 6. The 2EX5X covers volumes 1, 2 and 3. Students currently enrolled in 2E652, 6-Volume CDC should complete that material. Students enrolling in the 2E652, 3-Volume CDC are also required to simultaneously enroll in the 2EX5X CDC. Both courses must be completed within 12 months.

2E653-Voice Network Systems Journeyman
3 Volumes: New Activation - September 2005
              Revised - December 2003
              Initial Activation - May 2002

Hours: Volumes - 48 CE - 12
Points: Volumes - 16 CE -   4

Content: Volume 1 covers the hardware components for the voice network systems. Volume 2 describes transmissions and ancillary equipment. Volume 3 will discuss general administration practices, system security, software, and related career field responsibilities.

Special Information: Students enrolling in the 2E653, 3-Volume CDC are also required to simultaneously enroll in the 2EX5X CDC. Both courses must be completed within 12 months.

(2F) Fuels

2F051-Fuels Journeyman
5 Volumes: Activated – March 2008

Hours: Volumes - 72 CE - 18
Points: Volumes - 24 CE -   6

Content: Volume 1 provides information on publications, safety, and the responsibilities of the Compliance and Environmental element, maintenance fundamentals, and tool control and bench stock responsibilities. Volume 2 focuses on the Fuels Information Service Center element, and covers the responsibilities of the Fuels Control Center (FCC), Fuels Laboratory, and Fuels Support. Volume 3 discusses the fixed facilities and cryogenics, and covers hydrant systems, military service stations, and cryogenic operations. Volume 4 discusses mobile fuel servicing equipment such as the R-11, R-12, and C-300/C-301, and discusses inspection and operator maintenance of mobile fuel servicing equipment. Volume 5 describes Fuels Mobility Support Equipment (FMSE), Fuels Operational

Readiness Capability Equipment (FORCE), and contingency operations, as well as inspection and operator maintenance of FMSE and FORCE.

2F071-Fuels Craftsman
1 Volume: Activated - January 2006

Hours: Volume - 15 CE - 3
Points: Volume - 5 CE - 1

Content: This is a one-volume course, and in it you'll be given in-depth information on fuel equipment operator maintenance, special fueling operations, quality control tests, and accounting transactions. Completion of this course will prepare you for the in-resident Fuels Journeyman course and should give you a good idea of what to expect. You should have some experience and a good working knowledge of these subjects before you come to the in-resident school.

(2G) Logistical Plans

2G051-Logistics Plans Journeyman
2 Volumes: Activation – June 2007
           Last Updated - December 2005

Hours: Volumes - 30 CE - 9
Points: Volumes - 10 CE - 3

Content: Volume 1 focuses on Logistics Plans concept and background, Logistics Security, devoted to a brief description of automated logistics systems, outlines the support agreements process, and focuses on management of War Reserve Materiel. Volume 2 covers contingency planning and deployment management by covering such topics as contingencies and crisis action planning, unit type code (UTC) development and reporting, and deployment planning.

2G071-Logistics Plans Craftsman
1 Volume: Activated - June 2005
         Revised - August 2002
          Initial Activation - June 1997

Hours: Volume - 9 CE - 3
Points: Volume - 3 CE - 1

Content: This volume focuses on Agile Combat Support (ACS) and Expeditionary Combat Support (ECS) principles, identifying and interpreting the war and mobilization plan (WMP), and time-phased force deployment data (TPFDD) development process. Also, covers the areas of support planning via worst case taskings, devoted to determining war reserve materiel (WRM) requirements, and outlines the deployment/employment planning process.

(2M) Missile & Space Systems Maintenance

2M051A-Missile and Space Systems Electronic Maintenance Journeyman
3 Volumes: New Activation - March 2006
          Revised - February 2001
          Initial Activation - December 1995

Hours: Volumes - 63 CE - 15
Points: Volumes - 21 CE - 5

Content: Volume 1 contains information pertaining to maintenance organizations and data collection programs. Volume 2 covers common maintenance practices found throughout the maintenance field and introduces the ICBM weapon system. Volume 3 covers ICBM weapon systems maintenance procedures and functional description of ICBM weapon systems.

Special Information: CDC 2M051A is a mandatory prerequisite for CDCs 2M051B.

2M051B-Missile and Space Systems Electronic Maintenance Journeyman

2 Volumes: New Activation - March 2006
        Revised - October 2001
        Activated - January 1996

Hours: Volumes - 30 CE - 9
Points: Volumes - 10 CE - 3

Content: Volume 1 contains information pertaining to cruise missile theory. Volume 2 covers cruise missile checkout procedures, support equipment, and facilities.

Special Information: CDC 2M051A is a mandatory prerequisite for CDCs 2M051B.

2M052-Missile and Space Systems Maintenance Journeyman

3 Volumes: New Activation - March 2006
        Revised - April 2001
        Initial Activation - February 1996

Hours: Volumes - 48 CE - 12
Points: Volumes - 16 CE -   4

Content: Volume 1 covers intercontinental ballistic missile (ICBM) weapon system, hardness assurance program, research and development orientation and spacelift organizations. Volume 2 covers career field orientation, management, principles and practices. Volume 3 covers vehicles, equipment and maintenance.

2M053-Missile and Space Facilities Journeyman

5 Volumes: New Activation - March 2006
        Revised - January 2001
        Initial Activation - July 1996

Hours: Volumes - 75 CE - 18
Points: Volumes - 25 CE -   6

Content: Volume 1 contains basic information on the Minuteman III ICBM weapon system along with maintenance managementr and career progression. Volume 2 introduces you to spacelift, educates you on the different types of publications to include the USAF technical order system, gives general guidelines for common maintenance practices to include test equipment usage, and describes the deficiency reporting and improved maintenance management systems. Volume 3 covers power generation and distribution systems. Volume 4 covers environmental control systems. Volume 5 covers missile support base maintenance.

2M071-Missile and Space Systems Electronic Maintenance Craftsman

1 Volume: New Activation – December 2006
        Revised - April 2002
        Initial Activation - October 1996

Hours: Volumes – 18 CE - 6
Points: Volumes -   6 CE - 2

Content: This one volume covers space and missile test/inspection processes and reporting systems, spacelift systems that include the electrical, hydraulic, pneumatic, ordnance, propulsion, and propellant systems, also gives an overview of spacelift guidance and control, telemetry, and satellite systems and operations, covers Minuteman Command and Control, various test equipment used on missile weapon systems, and covers cruise missile weapon systems as well as interpreting cruise missile diagrams.

2M072-Missile and Space Systems Maintenance Craftsman
1 Volume: New Activation – December 2006
            Revised - February 2002
            Initial Activation - April 1997

Hours: Volumes – 15 CE - 3
Points: Volumes -   5 CE - 1

Content: This one volume course covers deficiency reporting, reliability, and maintainability program, testing procedures for ICBM weapon systems; ICBM aerospace vehicles and maintenance vehicles as well as advance maintenance principles.

2M073-Missile and Space Facilities Craftsman
1 Volume: New Activation – January 2007
            Revised - January 2002
            Initial Activation - March 1997

Hours: Volumes - 18 CE - 3
Points: Volumes - 6 CE - 1

Content: This one volume course covers status reporting, reliability and maintainability, and missile and space programs and process, provides information about internal combustion engine principles, troubleshooting diesel engines, and electrical power generation and distribution systems at launch facilities and missile alert facilities, hightlights refrigeration principles, troubleshooting environmental control systems, and interpreting schematic diagrams, and describes different spacelift and satellite systems including electrical, hydraulic, pneumatic, ordnance, propulsion, and guidance control.

(2P) Precision Measurement

2P051A-Precision Measurement Equipment Laboratory Journeyman
2 Volumes: Activation – December 2008

Hours: Volumes - 30 CE - 9
Points: Volumes - 10 CE - 3

Content: Volume 1 covers general information needed by the journeyman to perform effectively. This volume subjects include duties, career ladder progression, safety and security, hazardous material and waste handling, technical order deficiency reporting, depot level repairables (DLRs), PMEL policies and procedures, and substitution of standards. This volume introduces the selection and use of technical information when maintaining test, measurement, and diagnostic equipment. Finally, this volume covers selected measurement mathematical computations and their applications, and substitution of standards. Volume 2 gives an overview of the principles of several areas of measurements made in the physical-dimensional area of the PMEL.

Special Information: CDC 2P051A is a mandatory prerequisite for enrollment in CDC 2P051B.

2P051B-Precision Measurement Equipment Laboratory Journeyman
3 Volumes: Activation – June 2007
                 Last Updated - June 2003

Hours: Volumes - 51 CE - 12
Points: Volumes - 17 CE -   4

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Content: Volume 1 covers K-1 and K-8 test measurement diagnostic equipment (TMDE) and standards. Volume 2 covers signal generating and measuring TMDE, with equipment types ranging from frequency synthesizers and spectrum analyzers to the 5345A electronic counter and the 5000-series oscilloscope calibration package.

Special Information: CDC 2P051A is a mandatory prerequisite for enrollment in CDC 2P051B.

2P071-Precision Measurement Equipment Laboratory Craftsman
2 Volumes: Activation – January 2009

Hours: Volumes - 33 CE - 9
Points: Volumes - 11 CE - 3

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Content: Volume 1 covers TMDE from all areas of the PMEL. It also covers AC/DC standards, deal with K3/K4 equipment and introduce tactical air navigation (TACAN) and finally, this volume concludes with a discussion on physical dimensional equipment. Volume 2 provides an insight to the entire maintenance complex. It also provides an understanding of how all maintenance agencies work together in the global war on terror, and provide information on management topics that are PMEL specific.

(2R) Maintenance Management Systems

2R051-Maintenance Management Analysis Journeyman
4 Volumes: New Activation – January 2007
                 Revised - July 2004
                 Revised - June 1999
                 Initial Activation - October 1994

Hours: Volumes - 93 CE - 24
Points: Volumes - 31 CE -   8

Content: Volume 1 covers the maintenance management analyst's responsibilities, general data processing knowledge, and fundamental computer system concepts for an analyst to begin gathering and analyzing maintenance data. Volume 2 covers IMDS administration and management and management and data retrievals. Also covers data retrieval in G081, G081's time sharing option (TSO) utilities, and Virtual Telecommunications Access Method (VTAM) printing system. Volume 3 covers the basic statistical tools and applications. This volume will also cover the fundamentals of descriptive statistics, inferential statistics – how to identify and classify samples of data. Volume 4 covers the maintenance process, inspection concepts, and technical orders. Computing maintenance and mission performance indicators are taught. Also covers the 12 step process for analyzing data, producing special studies, and researching problem areas of maintenance.

2R071-Maintenance Management Analysis Craftsman

1 Volume: New Activation – January 2007
        Revised - September 2004
        Revised - August 1999
        Initial Activation - June 1995

Hours: Volumes - 18 CE - 6
Points: Volumes - 6 CE - 2

Content: This one volume course is designed to increase the background knowledge of the maintenance management analyst with the maintenance management process that adapts to the new Air Force mission. This course is also a consolidation of several maintenance management objectives, programs, and processese governed by Air Force policies and instructions.

2R151-Maintenance Production Management Journeyman

3 Volumes: New Activation - September 2004
        Initial Activation - May 1998

Hours: Volumes - 33 CE - 9
Points: Volumes - 11 CE - 3

Content: Volume 1 covers the basic in scheduling ; maintenance guidelines, responsibilities, organizational structure, the primary tools of your trade—the Air Force publications and technical order (TO) systems, and priniciples of maintenance and inspection programs. Volume 2 covers an overview of the maintenance management systems, discusses time compliance technical orders (TCTOs), is dedicated to the inspection and time change area, discusses equipment records, and is dedicated to engine management. Volume 3 covers the equipment inventory, status, and utilization reporting and discusses operational and maintenance planning, also deals with utilization reporting and effectiveness.

2R171-Maintenance Management Production Craftsman

1 Volume: New Activation - January 2005
        Revised - July 2000
        Initial Activation - June 1995

Hours: Volume - 12 CE - 3
Points: Volume -   4 CE - 1

Content: Volume 1 covers scheduling management and training, the basics of maintenance analysis, and management of supply, logistics and resources.

(2S) Supply

2S051-Materiel Management Journeyman

5 Volumes: New Activation – July 2006
        Revised - May 2004
        Initial Activation - October 2001

Hours: Volumes - 69 CE - 18
Points: Volumes - 23 CE -   6

Content: Volume 1 covers the introduction to materiel management, teaches general materiel management knowledge, and gives an overview of the supply management activity group and document control. Volume 2 outlines issues and mission capability (MICAP) processes. Covers the

repair cycle processes, and addresses contingency operations. Volume 3 covers responsibilities and management of equipment assets, describes stockage policy and requirements, discuss the types of requisitions and how they are managed, and covers research and records maintenance. Volume 4 covers the receiving process; various tasks that are completed by storage and distribution; miscellaneous commodities and the special requirements associated with them; covers inventory procedures from preparing and conducting them to processing discrepancies and adjustments; and bench stock establishment and bench stock review. Volume 5 covers an introduction to Standard Asset Tracking System (SATS); teaches usage of Report Generator Tools; covers Data Interrogation Systems; and introduces Standard Base Supply System (SBSS) operations.

2S071-Supply Management Craftsman

3 Volumes: New Activation - May 2004
             Initial Activation - October 2001

Hours: Volumes - 54 CE - 15
Points: Volumes - 18 CE - 5

Content: Volume 1 introduces the roles and responsibilities as a Supply Manager. Volume 2 discusses duties and tasks of combat operations, equipment management, and stock control. Volume 3 is designed to increase your knowledge of duties and tasks associated with warehouse operations.

(2T) Transportation & Vehicle Maintenance

2T051-Traffic Management Journeyman

2 Volumes: New Activation - December 2005
             Revised - December 2002
             Initial Activation - January 1998

Hours: Volumes - 27 CE - 6
Points: Volumes - 9 CE - 2

Content: Volume 1 gives you the concepts and procedures concerning official travel of personnel and moving their personal property from one base to another. Volume 2 gives you the concepts and procedures to prepare and move government-owned cargo (e.g., airplane parts) from one base to another, and will explain procedures for deployment operations.

2T071-Traffic Management Craftsman

2 Volumes: New Activation – December 2006
             Revised - August 2003
             Revised - April 2000
             Initial Activation - October 1994

Hours: Volumes - 33 CE - 9
Points: Volumes - 11 CE - 3

Content: Volume 1 covers passenger service operations, personal property operations, and general traffic management issues. Volume 2 covers packaging and cargo movement operations.

2T151-Vehicle Operator/Dispatcher Journeyman

3 Volumes: Activated - November 1998

Hours: Volumes - 33 CE - 9
Points: Volumes - 11 CE - 3

Content: Volume 1 covers career path, trainer, and trainee responsibilities, and the career development course. It gives an overview of the objective wing, presents a summary of manpower and budget resources, and covers the mission, duties and responsibilities, hazards, and the structure of vehicle operations flight. Volume 2 covers functions of Vehicle Operations. Volume 3 presents readiness, operations, and management responsibilities of the career field.

2T171-Vehicle Operators/Dispatcher Craftsman

1 Volume: Activated – May 2007
Revised - May 1999
Initial Activation - October 1994

Hours: Volumes - 12 CE – 3
Points: Volumes -   4 CE - 1

Content: This one volume course covers operational flight duties and responsibilities, supervision and dispatch operations, leadership roles and responsibilities, publications, civilian personnel and contract management, and finally contingency and mobility operations.

2T231-Air Transportation Apprentice

2 Volumes: Activated - January 1998

Hours: Volumes - 60 CE - 15
Points: Volumes - 20 CE -   5

Content: Volume 1 focuses on basic information about the air transportation career field and provides an overview on the sections and responsibilities of the air passenger terminal and air terminal operations flight. Volume 2 covers the air cargo aspects of this career field. It also covers the types of equipment that will be operated, information on aircraft loading and servicing, and the various transportation computer systems.

2T251-Air Transportation Journeyman

3 Volumes: Activated - July 1997

Hours: Volumes - 72 CE - 18
Points: Volumes - 24 CE - 6

Content: Volume 1 pertains to the overall career field, military airlift system, safety, security, and equipment. Volume 2 covers the cargo responsibilities along with airdrop and fleet service. Volume 3 deals with the passenger processing responsibilities and air terminal operations center functions.

2T271-Air Transportation Craftsman

3 Volumes: Revised - August 1999
Initial Activation - October 1994

Hours: Volumes - 42 - CE - 12
Points: Volumes - 14 - CE - 4

Content: Volume 1 covers background information related to the duties and responsibilities of an air transportation craftsman. Volume 2 covers areas pertaining to processing and transporting passengers. Volume 3 discusses detailed passenger service and air terminal operations.

2T351A-Basic Vehicle Maintenance Journeyman

3 Volumes: Activated - April 2004

Hours: Volumes - 57 CE - 15
Points: Volumes - 19 CE – 5

Content: Volume 1 covers Vehicle Maintenance Management to include Air Force Occupational Safety and Health standards (AFOSH), environmental programs, technical orders, and supply forms. Volume 2 covers the basics for gasoline/diesel, and alternative fuel vehicles. Volume 3 covers the fundamental information about vehicle electrical and hydraulic systems.

2T351B-Basic Vehicle Maintenance Journeyman
3 Volumes: Activated - April 2004

Hours: Volumes - 54 CE - 15
Points: Volumes - 18 CE - 5

Content: Volume 1 contains information about a vehicle's clutch, transmission, steering, suspension, and many other components/systems that make up a drivetrain and chassis systems on your vehicle. Volume 2 covers suspension system components and some basic procedures for diagnosing, inspecting, and maintaining a suspension system. Also, focus on the alignment, basic steering system maintenance procedures, different types of brake systems and the components required to make the systems operate properly, and finish up with specific brake systems to include antilock and air brake systems. Volume 3 covers fundamental information about central tire inflation systems and air bags.

2T351C-Vehicle and Equipment Journeyman
2 Volumes: Activated - May 2004

Hours: Volumes - 39 CE - 9
Points: Volumes - 13 CE – 3

Content: Volume 1 contains information on M-series, crane, crawler tractor, and the grader. Volume 2 covers vehicles that keep runways and streets clean of debris and more importantly foreign object damage (FOD), vehicles that may or may not be used at your base, vehicles that may or may not be located on your base: deicer, and covers some towing tractor fundamentals and maintenance procedures.

2T352A-Specialized Vehicle Maintenance Journeyman (Fire Trucks)
1 Volume: New Activation - April 2004
       Initial Activation - July 1997

Hours: Volumes - 9 CE - 3
Points: Volumes - 3 CE - 1

Content: This volume covers the P-19 fundamental truck systems and the maintenance of these systems. Also covers the P-23, which includes the transmission, power divider, and the electronic control system.

2T352B-Specialized Vehicle Maintenance Journeyman (Refueling Vehicles)
1 Volume: New Activation - April 2004
       Initial Activation - October 1997

Hours: Volumes - 15 CE - 3
Points: Volumes - 5 CE - 1

Content: This course covers specialized safety concerns specific to refueling maintenance and the refueling vehicles, discusses the Oshkosh and Kovatch R-11 refueling vehicles. Also, covers fundamental information about each refueler's air, electrical, and winterization systems.

2T352C-Specialized Vehicle Maintenance Journeyman (Materiel Handling   Equipment)
1 Volume: Activated – May 2008

Hours: Volume - 9 CE - 3
Points: Volume - 3 CE - 1

Content: This one volume course covers the fundamental forklift systems and the maintenance of these systems. This volume covers safety, Hyster 10K fundamentals, Hyster 10K troubleshooting and repair, and the Caterpillar adverse terrain forklift. Also covers the Southwest Mobile Systems 25K cargo loader, the Halvorsen 25K cargo loader, and the Systems and Electronics Incorporated 60K cargo loader.

2T370-Vehicle Maintenance Craftsman
5 Volumes: Activated - April 2004

Hours: Volumes - 138 CE - 33
Points: Volumes -   46 CE - 11

Content: Volume 1 covers Vehicle Maintenance AFOSH and Environmental Standards, the Work Center Supervisor and the knowledge to become one, and Combat Readiness and how you and your squadron play a vital role in this aspect of Air Force life. Volume 2A covers the basic knowledge of major vehicle components and their supporting subsystems. Volume 2B addresses information which include variances in control mediums such as hydraulic, air or electrical. Also, covers the safety and climate control systems, as well as the two military series classifications, light and heavy. Volume 3 covers the crane, crawler tractor, grader, and towing and servicing vehicles. Also, covers the vehicle maintenance with the P-19 and P-23 fire trucks, and refueling vehicles. Volume 4 covers automotive body components, glass, plastics, trim, and hardware. Other units will cover upholstery, heat exchangers, fuel tanks, towing attachments, oxyacetylene torch, plasma cutter, and welding.

2T375B-Vehicle Maintenance Craftsman
3 Volumes: Activated - October 1997
Hours: Volumes - 75 CE - 18
Points: Volumes - 25 CE -   6

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Content: Volume 1 contains information on cranes, crawler tractors, sweepers, graders, and snow equipment. Volume 2 discusses the K-loader, forklifts, towing equipment, and the deicer.

Special Information: Enrollment in 2T375A is required prior to enrollment in 2T375B.

2T355-Vehicle Body Maintenance Journeyman
2 Volumes : Activated - April 2004

Hours : Volumes - 48 CE - 12
Points : Volumes - 16 CE – 4

Content : Volume 1 covers Vehicle Maintenance Organization and Procedures to include Air Force Occupational Safety and Health Standards (AFOSH), environmental programs, technical orders, and supply forms. Volume 2 covers specifics of automotive body repair, trim and hardware, vehicle upholstery, corrosion control, automotive glass, and painting procedures.

2T357-Vehicle Management and Analysis Journeyman
3 Volumes : New Activation – January 2008
            Last Updated – April 2004

Hours : Volumes - 36 CE - 9
Points : Volumes - 12 CE - 3

Content: Volume 1 covers Air Force Occupational Safety and Health for vehicle management, job hazards, shop safety, environmental compliance programs, Logistics Readiness Squadron and Vehicle Management (VM) organizational structure and associated responsibilities, VM wartime concept of operations and fundamentals of War Reserve Materiel program, functions of Vehicle Management and Analysis, and its career progression. Volume 2 covers the different vehicle programs and procedures that you will manage in your day-to-day job, such as, contract programs, preventive maintenance and inspections, warranty and deficiency reporting programs, fundamentals of supply, materiel control functions such as managing supply products and listings, understanding supply priority system, issue and turn-in procedures, managing the repair cycle, processing inquiries, and how to determine and establish other supply requirements. Volume 3 covers On-Line Vehicle Interactive Management System (OLVIMS), establishing/updating OLVIMS master records, controlling production and workflow, procedures for delayed maintenance, Automated Fleet Information System (AFIS) inputs such as processing vehicle transactions in the fleet management module, managing Registered Equipment Management System (REMS) assets within Standard Base Supply System (SBSS), vehicle data reconciliation, data interpretation, analysis process and monthly processing actions, and data presentation.

(2W) Munitions & Weapons

2W151A-Aircraft Armament Systems Journeyman
3 Volumes: New Activation - January 2004
            Revised - March 2000
            Initial Activation - April 1995

Hours: Volumes - 30 CE - 9
Points: Volumes - 10 CE - 3

Content: Volume 1 covers safety and security. Volume 2 covers electronic principles, troubleshooting, and maintenance. Volume 3 covers administrative procedures and management concepts as they apply to your career field.

2W151B-Aircraft Armament Systems Journeyman
3 Volumes: New Activation - January 2004
             Revised - May 2000
             Initial Activation - November 1995

Hours: Volumes - 42 CE - 12
Points: Volumes - 14 CE - 4

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Content: Volume 1 covers AGE equipment as it applies to your career field. Munitions lift trucks, lift trailers, ammunition loading systems, generators, air compressors, floodlights, and miscellaneous flight-line support equipment are covered. Volume 2 provides descriptive information covering the identification, inspection, handling and safety precautions pertaining to aircraft bombs, fuses, and dispensers also, aircraft missiles and rockets. This volume wraps up with miscellaneous munitions that may be required to work with at some pint in your career. Volume 3 covers aircraft and flight line safety, basic aircraft armament systems components and suspension equipment, aircraft guns and gun systems that maybe encounter at some point in your career, and weapons loading principals and unique loading situations.

2W171-Aircraft Armament Systems Craftsman

1 Volume: New Activation - April 2004
       Revised - July 2000
       Initial Activation - May 1995

Hours: Volume - 12 CE - 3
Points: Volume - 4 CE - 1

Content: This volume covers the career field management structure and inspection and safety concepts, addresses munitions management, the supply system process, material deficiency reporting and explosive storage, and completes the volume with information on manpower and mobility planning.

2W051A-Munitions Systems Journeyman

3 Volumes: New Activation – March 2007
       Revised - April 2003
       Revised - May 1998

Hours: Volumes - 39 CE - 9
Points: Volumes - 13 CE - 3

Content: Volume 1 focuses on the role of the 2W0X1 career field within the context of the Air Force career field structure, the day to day duties as well as those which meet the Air Force mission in planning for contingency operations. Volume 2 discusses planning, scheduling, controlling, and accounting of munitions. Volume 3 discusses munitions inspection, and munitions storage area and warehousing.

2W051B-Munitions Systems Journeyman

3 Volumes: New Activation – March 2007
       Revised - April 2003
       Revised - May 1998

Hours: Volumes - 48 CE - 12
Points: Volumes - 16 CE - 4

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Content: Volume 1 covers information on the general tools use to build munitions. It also covers the trailers, vehicles, and handling equipment used for munitions on the flight line and munitions storage equipment. Volume 2 discusses general munitions principles and aerospace and ground munitions. Volume 3 covers guided munitions and air-to-air ground and air-to-air missiles.

2W251A-Nuclear Weapons Journeyman

4 Volumes: New Activation - July 2004
       Revised - December 2002
       Initial Activation - March 1996

Hours: Volumes - 39 CE - 9
Points: Volumes - 13 CE - 3

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Content: Volume 1 covers many of the organizations that make up the nuclear weapons community, such as the security and classified information and the nuclear surety and facility procedures. Volume 2 discussed safety, forms, technical orders, and nuclear theory. Volume 3 discusses general procedures that encompass tasks and tools used in support of weapon operations and test and handling equipment, discusses general and special cleaning procedures, surface preservation, and repair, and

deals with torque wrenches, safety-wire methods, and adhensives and explains some of the ways to join and seal components and parts. Volume 4 discusses general and special test and handling equipment (T&H) procedures.

2W251B-Nuclear Weapons Journeyman

4 Volumes: Activated - June 2003
   Initial Activation - February 1997

Hours: Volumes - 66 CE -15
Points: Volumes - 22 CE - 5

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Content: Volume 1 discusses Nuclear Ordnance Controlled Material (NOCM) accountability procedures. It also covers basic weapons handling procedures and equipment common to the career field. Volume 2 covers general maintenance practices and procedures for gravity weapons and Weapon Storage and Security System (WS^3). Volume 3 covers guided missiles and delivery systems. Volume 4 covers reentry vehicles and systems.

2W271-Nuclear Weapons Craftsman

1 Volume: New Activation – February 2008
   Last Updated – March 2004

Hours: Volume - 33 CE - 9
Points: Volume - 11 CE – 3

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Content: This volume covers many of the organizations that make up the nuclear weapons community. This volume covers some safety, security, and surety issues. Management and supervisory knowledge, paper work such as common forms and reports, and some procedures and responsibilities for Nuclear Ordnance Controlled Material. Finally, PAL and use control procedures are covered.

(3A) Information Management

3A051-Knowledge Operations Management Journeyman

2 Volumes: Activated – January 2009

Hours: Volumes - 57 CE - 15
Points: Volumes - 19 CE - 19

Content: Volume 1 covers the 3A career field structure; roles and mission; duties of associated AFSC; expeditionary and contingency planning, and training. Volume 2 covers the records management program, publications and forms programs to include electronic publishing, and official mail management. Volume 3 covers all aspects of data management, electronic communications, electronic mail, Air Force Portal, content management and collaborative tools. Volume 4 covers all client support administration.

(3C) Communications-Computer Systems

3CX5X-Communications-Computer Systems Common Course Journeyman

2 Volumes: Activated – December 2007

Hours: Volumes – 33 CE – 9
Points: Volumes – 11 CE – 3

Content: Volume 1 covers the structure and career progression such as 3C roles, mission and organizational structure; AFSC duties, qualifications, and responsibilities; AFOSH standards and AFSC hazards; and, electrostatic discharge (ESD). Covers communications network fundamentals; such as internal data representation, networking terms, components, topologies, models, protocols, and ports. Lastly, covers communications and publication such as software license management, operating systems, encryption, voice over Internet protocol (VoIP) and IP versions 4 and 6, information, operations (IO) and publications. Volume 2 covers the fundamentals of Air Force Security Programs, to include OPSEC, INFOSEC, COMSEC, Informaton Assurance and Awareness, COMPUSEC and EMSEC programs. Also addresses the following: AEF and Theater Deployable Communication Concepts, C4ISR Expeditionary Platforms and operations, and Spectrum and Electromagnetic Concepts.

3C151-Radio Communications Systems Journeyman

3 Volumes: New Activation – November 2007
           Last Updated – October 2004

Hours: Volumes - 39 CE - 9
Points: Volumes - 13 CE - 3

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Content: Volume 1 covers fundamental concepts of radio waves, solar ionospheric physics, electromagnetic spectrum and VHF, UHF, SHF and EHF communications. Discuss radio components and fundamentals, and HF fixed and deployable equipment. Addresses satellite fundamentals and fixed and deployable satellite equipment. Lastly, talks about antenna theory and fixed and deployable antennas. Volume 2 covers security programs—Communications Security (COMSEC) and Transmission Security (TRANSEC). The unit also covers spectrum interference, and command, control, and communications countermeasures (C^3CM).

3C152-Electromagnetic Spectrum Management Journeyman

4 Volumes: New Activation - December 2005
           New Activation - December 2003
           Revised - April 2001
           Initial Activation - November 1998

Hours: Volumes - 60 CE - 15
Points: Volumes - 20 CE -   5

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Content: Volume 1 is an introduction to the career field; it is subdivided into four units: 3C1X2 Career Field Structure, Safety and Security, Spectrum Administration, and Spectrum Certification and Coordination Agencies. Volume 2 covers the different types of systems that spectrum managers deal with on a daily basis; it is subdivided into two units: Bandwidth and Emission Designators and Principles of Transmitters and Receivers. Volume 3 covers the different types of systems that spectrum manager deal with on a daily basis; it is subdivided into six units: High Frequency Communications, Very High and Ultrahigh Frequency Communications, Jam-Resistant Communications, Satellite Communications, and Radar and Navigational Aids Systems. Volume 4 explores joint systems, joint planning, and different types of warfare.

3C052-Communications-Computer Systems Programming Journeyman
1 Volume: Activated - April 2008

Hours: Volumes - 21 CE - 6
Points: Volumes - 7 CE - 2

Content: This one volume course covers the fundamentals of object oriented design and software engineering goals and principles. Also covers, database concepts and data structures. This volume will introduce the basic software maintenance concepts, and a discussion on managing software user requirements and the management of software configuration. The last unit of the course covers the life cycle of software management, software security practices, web fundamentals and internet security procedures.

3C251- Network Integration Journeyman
4 Volumes: Activated – December 2007

Hours: Volumes – 48 CE – 12
Points: Volumes – 16 CE – 4

Content: Volume 1 deals with communications principles concerning the Network Integration career field. Volume 2 covers the Wide Area Network Concepts, also known as long haul or transmission systems, concerning the Network Integration career field. Volume 3 deals with local area network concepts concerning the network integration career field. Volume 4 deals with Systems and Procedures concerning the Network Integration career field.

3C351-Communications-Computer Systems Planning and Implementation Journeyman
3 Volumes: New Activation – November 2007
            Last Updated – December 2005

Hours: Volumes - 48 CE - 12
Points: Volumes - 16 CE - 4

Content: Volume 1 discusses the bound and unbound transmission media, major communications networks and information systems used to support the Air Force operations, including air traffic control and landing systems (ATCALS), strategic planning done by the military, covers command, control, communications, computers, intelligence, surveillance, and reconnaissance planning through the use of architectures and base-level planning, and looks at the different requirements documents used to identify capabilities needed for accomplishing military missions. Volume 2 discusses the funding of communications and information systems requirements, covers program and project management principles, techniques, documentation, roles and responsibilities, engineering and installation activities, and project support requirements, and describes communications and information systems installation and acceptance procedures and additional project completion actions. Volume 3 covers the management of Communications and Information Systems Installation Records (CSIRs), discusses administrative contract management, covers the different types of support agreements, discusses interfacing with Basic Civil Engineering, and covers manpower and deployment management.

(3E) Civil Engineering

Electrical Systems

3E051A-Electrical Systems Journeyman
4 Volumes: Revised - February 2001
     Revised - March 1998

Hours: Volumes - 81 CE - 21
Points: Volumes - 27 CE -   7

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Content: Volume 1 covers safety and general subjects. Volume 2 discusses electrical and electronic fundamentals. Volume 3 discusses grounds, lightning, and static electricity. Volume 4 covers electrician's tools, materials, and devices needed to install services, service drops, service entrances, and distribution panels. It also covers the planning and laying out of work, circuit installation with nonmetallic cable, conduit, troubleshooting and maintaining distribution systems.

Special Information: CDC 3E051A is a prerequisite for enrollment in CDC 3E051B.

3E051B-Electrical Systems Journeyman
4 Volumes: Revised - February 2003
     Revised - November 1998

Hours: Volumes - 87 CE - 21
Points: Volumes - 29 CE - 7

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Content: Volume 1 covers working on overhead distribution system, and substation familiarization, to working on energized lines and equipment. Volume 2 covers the different aspects of motors and motor controls, electrical procedures used in hazardous locations, applications of special equipment, cathodic protection for corrosion control, and alarm systems. Volume 3 covers the basics of underground distribution, airfield lighting, and street/area lighting. Volume 4 covers the mobile aircraft arresting system and the emergency airfield lighting system, the contingency bare base electrical distribution system and a brief look at medical facilities electrical support and deployable power generation.

3E051C-Electrical Systems Journeyman
4 Volumes: Activation – April 2008

Hours: Volumes - 93 CE - 24
Points: Volumes - 31 CE – 8

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Content: Volume 1 covers Civil Engineer (CE) organization and management, discusses publications, training, and covers the Air Force Occupational Safety and Health Program and environmental awareness and compliance. Volume 2 covers electrical fundamentals, electronic fundamentals, talks about solid-state devices, and covers harmonics. Volume 3 covers test equipment, meters, and grounding systems. Volume 4 covers electrician's hand tools, introduces electrical materials, devices and types of lighting, electrical distribution systems, and transformer fundamentals and connections. Also covers circuit installation with conduit, and explains the distribution system maintenance and troubleshooting.

3E051D-Electrical Systems Journeyman

4 Volumes: Activated – April 2008

Hours: Volumes – 90 CE – 21
Points: Volumes – 30 CE – 7

Content: Volume 1 covers the substation layout and equipment, and covers aspects of troubleshooting and maintenance of the equipment normally found in or around substations. This volume covers rubber protective equipment, hot-line tools, and the care and maintenance of these items. Also covers overhead distribution equipment installation and how pole-lines are planned and constructed as well as how common pole-line equipment is installed. Finally, this volume covers working on energized high-voltage lines and equipment. Volume 2 covers theories of operation for motors and motor controls. And, how to install, maintain, inspect, and troubleshoot motors and motor controls. It will identify the location where to find explosive vapors, dust, and fibers. This volume deals with the operation and function of emergency lights, appliances, traffic control systems, and base warning systems. Finally, this volume ends with a discussion on how the Air Force protects its property and personnel with fire and intrusion alarm systems. Volume 3 covers installation and maintenance of manholes, cable, and other associated underground equipment. Also, this volume will cover airfield lighting systems such as runway edge, threshold, beacons, strobe, and approach lighting and ends with an introduction to area and street lighting and how to troubleshoot those systems. Volume 4 covers mobile aircraft arresting system and the emergency airfield lighting system, covers detailed information concerning Basic Expeditionary Airfield Resources (BEAR) assets and the contingency electrical distribution system, and end with a brief look at facilities repair, medical facilities electrical support, and the new deployable power generation and distribution system.

ENVIRONMENTAL

3E453A - Pest Management Journeyman

3 Volumes: Activated – March 2008

Hours: Volumes - 66 CE - 15
Points: Volumes - 22 CE - 5

Content: Volume 1 discusses Prime Base Engineer Emergency Force, Air Force Comprehensive planning, and GeoBase technologies. This volume covers understanding career progression in the Air Force and on-the-job training, as well as, Civil Engineer work and material processes. The standards and technical publications will be discussed and the final unit addresses Air Force Environmental programs. Volume 2 introduces the Integrated Pest Management (IPM) program. This volume focuses on different directive levels that guide day-to-day operations; and the forms, standard and technical publications used to track, request, justify and guide your work. Volume 3 covers asset preparation and expedient field facilities, Tent Extendable Modular Personal (TEMPER tent), Small Shelter System (Alaskan tent), the Reverse Osmosis Water Purification System (ROWPU), and what should be expected if called on to operate this equipment.

Special Information: CDC 3E453A is a mandatory prerequisite for enrollment in CDC 3E453B.

3E453B-Environmental Controls Journeyman

3 Volumes: Revised - October 2002
            Initial Activation - November 1996

Hours: Volumes - 63 CE - 15
Points: Volumes - 21 CE -   5

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Content: Volume 1 discusses how pests are classified and how and why they respond as they do. Volume 2 covers such various disease vectors as mosquitoes, flies, fleas, lice, ticks, and mites.

Volume 3 addresses economic pests that destroy structures, stored foods, fabrics, and ornamental plants.

Special Information: CDC 3E453A is a mandatory prerequisite for enrollment in CDC 3E453B.

Engineering

3E551 – Engineering Journeyman

5 Volumes: New Activation – November 2006

Hours: Volumes – 81 CE – 21
Points: Volumes – 27 CE – 7

Content: Volume 1 addresses the civil engineer organization. Volume 2 provides the knowledge of basic drafting skills to include computer aided design and drafting (CADD). Volume 3 provides knowledge of plane and construction surveying. Volume 4 discusses Geographic Information Systems (GIS) and Mapping which will give background knowledge in this area. The last volume, Volume 5 addresses specific duties in a contingency environment.

3E551B-Engineering Journeyman

5 Volumes: New Activation - November 2004
        Revised - December 2002
        Initial Activation - June 1998

Hours: Volumes - 66 CE - 15
Points: Volumes - 22 CE - 5

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Content: Volume 1 covers the basic drafting skills to include computer aided design and drafting (CADD) and geographic information system (GIS). Volume 2 gives background information in the area of design. Volume 3 covers the basic knowledge in the area of contract management. Volume 4 covers some of the basics concerning material design and testing. Volume 5 covers the basic knowledge in the area of Geographic Information Systems commonly known as GIS. Upon completion of this volume, you will have the background knowledge that will help you understand and make decisions using GIS applications and analyzing spatial information.

Special Information: CDC 3E551A is a mandatory prerequisite for enrollment in CDC 3E551B.

3E651-Operations Management Journeyman

3 Volumes: Activated – April 2007
        Revised - February 2006
        Revised - February 2003
        Initial Activation - October 2000

Hours: Vol - 42 CE - 12
Points: Vol - 14 CE - 4

Content: Volume 1 addresses who we are as members of a civil engineer organization. As such, we have a unique mission and way of doing business—we will explore both. As a civil engineering (CE) apprentice, you need to know about your career field's specific mission, training requirements, and promotion. Volume 2 covers your specific duties in customer services and production control sections, as well as resource management of Air Force properties. Volume 3 addresses your specific duties in a contingency environment.

POWER PRODUCTION

3E052A-Electrical Power Production Journeyman

4 Volumes: Revised - November 2002
            Initial Activation - October 1996

Hours: Volumes - 75 CE - 18
Points: Volumes - 25 CE - 6

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Content: Volume 1 covers the civil engineer mission and how the structure is designed to best protect our nation's security and vital interests. Volume 2 will cover Electrical and Electronic Principles, and Grounding Principles. Volume 3 will discuss the operating principles of the AC Generating System and Engine fundamentals. Volume 4 will provide you with the basic information to perform the contingency duties of the 5-level electrical power production journeyman.

Special Information: CDC 3E052A is a prerequisite for enrollment in CDC 3E052B.

3E052B-Electrical Power Production Journeyman

4 Volumes: New Activation - March 2005
            Revised - July 2003
            Initial Activation - March 1997

Hours: Volumes - 54 CE - 15
Points: Volumes - 18 CE - 5

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Content: Volume 1 familiarizes you with the maintenance involved with gasoline and diesel engines. Volume 2 deals with the auxiliary equipment, wiring diagrams and troubleshooting, and AC generating systems. Volume 3 discusses fixed commercial grade generators and automatic transfer panelas; it examines the operation of contingency generators from small mobile electric power (MEP) series generators to MEP-12 contingency power plants. Volume 4 addresses typical and contingency aircraft arresting systems.

Special Information: CDC 3E052A is a prerequisite for enrollment in CDC 3E052B.

3E052C-Electrical Power Production Journeyman

4 Volumes: Activated – June 2008

Hours: Volumes – 60 CE – 15
Points: Volumes – 20 CE -   5

Content: Volume 1 covers civil engineer mission then transitions into how the Civil Engineer mission and organization structure is designed to best protect our nation's security and vital interests. This volume also discusses career progression through the Air Force. Another unit is designed with safety in mind. It looks at chemical safety subjects as they apply and the safety of the environment. The last two units describe the material and work processes which are the framework for getting work accomplished in civil engineering. Volume 2 covers engine fundamentals. Volume 3 covers Electrical Principles, AC Grounding Principles, Batteries, and AC Generating Systems. Volume 4 covers Aircraft Arresting Systems.

3E052D-Electrical Power Production Journeyman

3 Volumes: Activated – June 2008

Hours: Volumes – 45 CE – 12
Points: Volumes – 15 CE – 4

Content: Volume 1 covers fixed generator sites, including commercial grade generators and automatic transfer panels. Unit two of this volume begins by explaining war time mission and a look at mobile generators and load banks. Volume 2 explores the task of planning, installing, operating and maintaining a contingency power plant. This volume covers the electrical distribution in a bare base environment, tent lighting, remote area lighting and Emergency Airfield Lighting Set, and the Mobile Aircraft Arresting System along with the setback kits. Volume 3 covers the different types of electrical test equipment and how each type is put to work when troubleshooting engine systems. This volume covers the different types of wiring diagrams and goes on to discuss wiring diagrams and schematics for various pieces of equipment used. Finally, this volume ends with the troubleshooting process and common electrical malfunctions, a look into electrical and mechanical engine malfunctions, and a look at some common troubleshooting scenarios involving aircraft arresting systems.

STRUCTURAL

3E351A-Structural Journeyman

2 Volumes: Revised - January 2002
            Initial Activation - October 1996

Hours: Volumes - 33 CE - 9
Points: Volumes - 11 CE - 3

Content: Volume 1 contains information about the following subjects: Base Civil Engineer programs, activities management, resources management, safety, hazardous materials environmental awareness, and publications. Volume 2 covers tools, equipment, and the basic principles of metallurgy.

Special Information: CDC 3E351A is a mandatory prerequisite for enrollment in CDC 3E351B/3E351C.

3E351B-Structural Journeyman

3 Volumes: New Activation – October 2006
            Revised - January 2003
            Initial Activation - May 1997

Hours: Volumes - 54 CE - 15
Points: Volumes - 18 CE - 5

Content: Volume 1 contains information used regarding structural layout and seams. Volume 2 covers sheet metal and fiberglass duct systems and other sheet metal components. Volume 3 covers oxyacetylene operations. Volume 4 covers the electric arc welding and cutting process.

Special Information: CDC 3E351A is a mandatory prerequisite for enrollment in CDC 3E351B/3E351C.

3E351C-Structural Journeyman

4 Volumes: Activated – June 2007
            Revised - July 2003
            Initial Activation - July 1997

Hours: Volumes - 60 CE - 15
Points: Volumes - 20 CE - 5

Content: Volume 1 covers Sheet Metal and Structural Steel Layout, including pattern transfers and allowances, Folding, Forming and Seaming Equipment, examines Seams and Joint Connections (including Lap and Lock seams), and Fastening and Sealing Metal Components, including Sheet Metal Fasteners, Resistance Welding, and Soldering. Volume 2 addresses sheet metal duct systems, duct fabrication, installation, and repair, focuses on stacks, ventilators, and hoods, and explains overhead and rollup doors. Volume 3 addresses oxyacetylene welding equipment, covers oxyacetylene welding, and focuses on oxyacetylene cutting and hard surfacing. Volume 4 covers shielded metal arc welding equipment, preparation, challenges, positions, and applications including hard surfacing. Also covers tungsten inert gas (TIG) welding and metallic inert gas (MIG) welding equipment, preparation, challenges, positions, and applications, and arc cutting using plasma and shielded metal arc welding equipment.

Special Information: CDC 3E351A is a mandatory prerequisite for enrollment in CDC 3E351B/3E351C.

HVAC & Refrigeration

3E151A-Heating, Ventilation, Air Conditioning, and Refrigeration Journeyman
3 Volumes: Activated – January 2008

Hours: Volumes – 54 CE – 12
Points: Volumes – 18 CE – 4

Contents: Volume 1 covers the structure of Civil Engineer (CE) organizations in the Air Force, career progression and training, environmental awareness, CE work processes and material process, and publications and technical orders. Volume 2 covers HVAC/R fundamentals, such as tools and equipment needed on the job. Volume 3 covers the electrical concepts that are a major part of the job.

3E151B-Heating, Ventilation, Air Conditioning, and Refrigeration Journeyman
4 Volumes: Activated – February 2008

Hours: Volumes – 108 CE – 27
Points: Volumes – 36 CE – 9

Contents: Volume 1 covers the characteristics of oil and gas as well as the supply systems used. This volume introduces the burners and types that are used for oil and gas, as well as the proper operation that will keep you safe. Finally, this volume covers theories of combustion and combustion analysis. Knowing how a fire works will help save operating cost and help improve the environment. Volume 2 discusses the boilers and furnaces that use the burners. Volume 3 discusses the universal control system strategies and many common controls that may be familiar. Volume 4 covers the distribution principles that modern HVAC uses on a daily basis.

3E151C-Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC/R) Journeyman
4 Volumes: Activated - November 2008

Hours: Volumes - 69 CE – 18
Points: Volumes - 23 CE - 6

Contents: Volume 1 covers the refrigeration cycle, major components, types of refrigerants, refrigerant oils, and how refrigerants are processed in accordance with Environmental Protection Agency requirements. It covers the pressure-enthalpy chart, refrigerator and freezer systems, multiple-component systems, ultra low-temperature systems, residential and commercial air-conditioning systems, and compressor and condenser capacity control. Finally this volume covers system maintenance to include preoperational, operational, and recurring maintenance on refrigeration and air-conditioning equipment. Volume 2 discusses automatic control systems and

electric motors. It covers the principles and techniques for troubleshooting refrigeration and air conditioning system, and it covers the instruments used in checking air-conditioning units. Volume 3 covers water treatment and testing, and it discusses chemical feeding and control. Volume 4 covers the immersion heaters, Pre-way tent heaters, and Field Boilers. It covers the 150-cubic-foot refrigerator, Advance Design Refrigeration-300 (ADR-300), bare base air-conditioner (Field Deployable Environmental Control Unit), Temper Tent, and the Small Shelter System (SSS). Finally, this volume covers

3E151D-Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC/R) Journeyman

3 Volumes: Activated - December 2002

Hours: Volumes - 57 CE - 15
Points: Volumes - 19 CE - 5

Contents: Volume 1 covers civil engineer fundamentals, civil engineer management, environmental awareness and compliance issues, and publications and technical orders. Volume 2 discusses safety and health concerns that apply to the HVAC/R, HVAC/R lines, fittings and insulation. Also, covers the utilization of oxyacetylene welding and cutting equipment, tools, equipment, and precision measuring instruments. Volume 3 covers electrical concept, meters used to measure electrical effects, schematic interpretation, and electrical devices that will be used in motors, transformers, etc.

3E151E-Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC/R) Journeyman

4 Volumes: Activated - December 2002

Hours: Volumes - 90 CE - 24
Points: Volumes - 30 CE – 8

Contents: Volume 1 discusses the types of fuels and fuel systems used in the Air Force, the types, operation and maintenance of gas burners, oil burners, safeguard controls, and touches on combustion analysis. Volume 2 covers the information needed to operate and maintain the various fuel systems and fuel burning equipment. Volume 3 covers HVAC/R principles and control applications. Volume 4 covers the HVAC system.

3E151F-Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC/R) Journeyman

4 Volumes: Activated - December 2002

Hours: Volumes - 96 CE - 24
Points: Volumes - 32 CE - 8

Contents: Volume 1 covers information about air-conditioning and refrigeration systems. Volume 2 deals with general principles, concerning automatic controls, mechanical motor troubles, electrical problems, commercial and residential refrigeration systems, and techniques for troubleshooting commercial air-conditioning systems. Volume 3 covers information to become knowledgeable in HVAC/R water treatment and external corrosion. Volume 4 covers information needed to operate, maintain, troubleshoot, and repair the various types of contingency equipement.

Explosive Ordnance Disposal

3E851-Explosive Ordnance Disposal Journeyman

5 Volumes: Activated – May 2007
Initial Activation - August 2003

Hours: Volumes - 72 CE - 18
Points: Volumes - 24 CE - 6

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Content: Volume 1 contains information specific to the explosive ordnance disposal (EOD) program, and Civil Engineer (CE) organization and management. Volume 2 contains criteria, procedures, and concepts for EOD incident responses, principles of physics, contingency operations and range operations. Volume 3 contains explosive characteristics and techniques, firing systems, explosive applications and explosive techniques. Volume 4 contains information about U.S. and foreign aircraft explosive devices. Volume 5 contains advanced improvised explosive device (IED) procedures and nuclear weapons characteristics, hazards, clothing, and equipment.

Member must be a graduate of Naval School Explosive Ordnance Disposal course J5ABN3E831 002 and maintain a 3E831 primary AFSC. U.S. Army, Navy, or Marine Corp personnel in a valid Explosive Ordnance Disposal position with a skill level equivalent to 3E831.

Liquid Fuel Systems Maintenance

3E452-Liquid Fuel Systems Maintenance Journeyman
5 Volumes: Revised - October 2002
            Initial Activation - February 1998

Hours: Volumes - 120 CE - 30
Points: Volumes - 40 CE - 10

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Content: The first volume is designed for use in any civil engineering career field and fulfills the requirements in items 1 through 10 of your specialty training standard**.** This CDC has been expanded to include greater coverage of the contingency fuel system repair and electrical troubleshooting. Other CDC volumes in this course include: Volume 2, LFM General Subjects; Volume 3, Contingency Knowledge, Tanks and Tank Entry; Volume 4, Operation and Maintenance of Mechanical System Components; and Volume 5, Operation and Maintenance of Hydrant System Components.

Pavements and Construction Equipment Operator

3E251A-Pavements and Construction Equipment Operator Journeyman
3 Volumes: New Activation - November 2005
             Revised - October 2003
             Initial Activation - January 1997

Hours: Volumes - 39 CE - 9
Points: Volumes - 13 CE - 3

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Content: Volume 1 covers the civil engineer and programs, civil engineer management, safety and hazardous materials, publications and hand tools, powered equipment work site safety, and traffic safety management. Volume 2 deals with drainage structures, general pavement functions, rigid pavement construction, and rigid pavement maintenance. Volume 3 deals with flexible pavement construction, flexible pavement maintenance, and fencing.

3E251B-Pavements and Construction Equipment Operator Journeyman
3 Volumes: New Activation - April 2004
            Initial Activation - May 1997

Hours: Volumes - 42 CE - 12
Points: Volumes - 14 CE - 4

Content: Volume 1 covers some procedures involved in hauling equipment and materials as well as pavement inspection and sweeping oprations. Volume 2 deals with operating wheeled loading and compaction equipment, operating motorized graders, operating crawler tractors, and excavation equipment. Volume 3 deals with prefabricated surface mats and revetments oxyacetylene welding, paint striping, and contingency operations.

Readiness

3E951-Readiness Journeyman

4 Volumes: New Activation - March 2006
                Revised - April 2003
                Revised - December 1997
                Revised - March 1996
                Initial Activation - December 1994

Hours: Volumes - 87 CE - 21
Points: Volumes - 29 CE -   7

Content: Volume 1 covers planning and management issues. Volume 2 explains readiness-related equipment. Volume 3 deals with contingency and pre-expeditionary operations, and Volume 4 covers expeditionary and wartime operations.

Utilities Systems

3E451-Utilities Journeyman

3 Volumes: Activated - October 2002

Hours: Volumes - 63 CE - 15
Points: Volumes - 21 CE -   5

Contents: Volume 1 contains general information and fundamentals. Volume 2 deals with plumbing systems, and Volume 3 is dedicated to contingency responsibilities.

(3E) Civil Engineering-Fire Protection

47201M - Hazardous Materials Awareness (Multimedia Course on CD-ROM)

1 Volume: Activated - January 2005

Hours: Volume - 9   CE - 3
Points: Volume - 3   CE - 1

Content: This interactive multimedia training course contains the subjects DoD personnel are required to know in order to perform their duties and achieve certification at the Hazardous Materials Awareness level. This course covers all of the requirements set forth in the 2002 Edition of NFPA Standard 472; *Standard for Professional Competence of Responders to Hazardous Materials Incidents*. The Performance Test Module and Supplement also provides detailed performance test information for candidate evaluations and includes the elements, steps, and the standards to which they must be performed.

Note: For DoD certification purposes, there are no prerequisites to become Hazardous Materials Awareness certified. Candidates are required to complete this course in 12 months. See DoD Manual 6055.6 for additional guidance.

47202M - Hazardous Materials Operations (Multimedia Course on CD-ROM)
1 Volume: Activated - January 2005

Hours: Volume - 24 CE - 6
Points: Volume - 8   CE - 2

Content: This interactive multimedia training course contains the subjects DoD personnel are required to know in order to perform their duties and achieve certification at the Hazardous Materials Operations level. This course covers all of the requirements set forth in the 2002 Edition of NFPA Standard 472; *Standard for Professional Competence of Responders to Hazardous Materials Incidents.* The Performance Test Module and Supplement also provides detailed performance test information for candidate evaluations and includes the elements, steps, and the standards to which they must be performed.

NOTE: For DoD certification purposes, candidates must be DoD certified at the Hazardous Materials Awareness level before they can become Hazardous Materials Operations certified. Candidates are required to complete this course in 12 months. See DoD Manual 6055.6 for additional guidance.

47203M - Hazardous Materials Technician (Multimedia Course on CD-ROM)
1 Volumes: Activated - January 2005

Hours: Volume - 24   CE - 6
Points: Volume - 8   CE - 2

Content: This interactive multimedia training course contains the subjects DoD personnel are required to know in order to perform duties and achieve certification at the Hazardous Materials Technician level. This course covers all of the requirements set forth in the 2002 Edition of NFPA Standard 472; *Standard for Professional Competence of Responders to Hazardous Materials Incidents.* The Performance Test Module and Supplement also provides detailed performance test information for candidate evaluations and includes the elements, steps, and the standards to which they must be performed.

Note: For DoD certification purposes, candidates must be DoD certified at the Hazardous Materials Operations level before they can become Hazardous Materials Technician certified. Candidates are required to complete this course in 12 months. See DoD Manual 6055.6 for additional guidance.

47205M - Hazardous Materials Incident Commander (Multimedia Course on CD-ROM)
1 Volume: Activated - February 2005

Hours: Volume - 30 CE - 6
Points: Volume - 10 CE – 2

Content: This interactive multimedia training course contains the subjects DoD personnel are required to know in order to perform duties and achieve the Hazardous Materials Incident Commander certification. This course covers all of the requirements set forth in the 2002 Edition of NFPA Standard 472; *Standard for Professional Competence of Responders to Hazardous Materials Incidents.* The Performance Test Module and Supplement also provides detailed performance test information for candidate evaluations and includes the elements, steps, and the standards to which they must be performed.

Note: For DoD certification purposes, candidates must be DoD certified at the Hazardous Materials Operations or Technician level before they can become Hazardous Materials Incident Commander

certified. Candidates are required to complete this course in 12 months. See DoD Manual 6055.6 for additional guidance.

47209 - Hazardous Materials Branch Officer (Paper-Based Course)

1 Volume: Activated - February 2006

Hours: Volume - 9 CE - 3
Points: Volume - 3 CE – 1

Content: This course contains the subjects DoD personnel are required to know in order to perform duties and achieve the Hazardous Materials Incident Commander certification. This course covers all of the requirements set forth in the 2002 Edition of NFPA Standard 472; *Standard for Professional Competence of Responders to Hazardous Materials Incidents.* The course also provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed.

Note: For DoD certification purposes, fire fighter candidates must be DoD certified at the Fire Officer I, Hazardous Materials Technician and Incident Commander levels before they can become Hazardous Materials Branch Officer certified. Non-fire service candidates must be DoD certified at the Hazardous Materials Technician and Hazardous Materials Incident Commander levels before they can become Hazardous Materials Branch Officer certified and be a 7-skill level or civilian first-line supervisor within their profession. Candidates are required to complete this course in 12 months. See DoD Manual 6055.6 for additional guidance.

10011 - Fire Fighter I (Paper-Based Course)

1 Volume: Activated - August 2004

Hours: Volume - 18 CE - 5
Points: Volume - 6   CE – 1

Content: This course is designed to provide candidates with the information they need to become certified at the DoD Fire Fighter I certification level. This volume outlines all requirements set forth in the 2002 Edition of NFPA Standard 1001; *Standard for Fire Fighter Professional Qualifications.* The course also provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed.

Note: For DoD certification purposes, candidates must be DoD certified at the Hazardous Materials Awareness level before they can become Fire Fighter I certified. Candidates are required to complete this course in 12 months. See DoD Manual 6055.6 for additional guidance.

10012 - Fire Fighter II (Paper-Based Course)

1 Volume: Activated - August 2004

Hours: Volume - 9 CE - 4
Points: Volume - 3 CE – 1

Content: This course is designed to provide candidates with the information they need to become certified at the DoD Fire Fighter II certification level. This volume outlines all requirements set forth in the 2002 Edition of NFPA Standard 1001; *Standard for Fire Fighter Professional Qualifications.* The course also provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed.

Note: For DoD certification purposes, candidates must be DoD certified at the Fire Fighter I and Hazardous Materials Operations levels before they can become Fire Fighter II certified. Candidates are required to complete this course in 12 months. See DoD Manual 6055.6 for additional guidance.

10031 - Airport Fire Fighter (Paper-Based Course)

1 Volume: Activated – June 2008

Hours: Volume - 6 CE - 3
Points: Volume - 2 CE - 1

Content: This course is designed to provide candidates with the information they need to become certified at the DoD Airport Fire Fighter certification level. This course covers all of the requirements set forth in the 2005 Edition of NFPA Standard 1003; *Standard for Airport Fire Fighter Professional Qualifications.* The course also provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed.

Note: For DoD certification purposes, candidates must be DoD certified at the Hazardous Materials Operations and Fire Fighter II levels before they can become Airport Fire Fighter certified. Candidates are required to complete this course in 12 months. See DoD Manual 6055.6 for additional guidance.

10612 - Public Safety Telecommunicator I/II (Paper-Based Course)

1 Volume: Activated - May 2003

Hours: Volume - 9 CE - 4
Points: Volume - 3 CE – 1

Content: This course is designed to provide candidates with the information they need to become certified at the DoD Telecommunicator I/II certification level. This course covers all of the requirements set forth in the 2002 Edition of NFPA Standard 1061; *Standard for Professional Qualifications for Public Safety Telecommunicator.* The course also provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed.

Note: For DoD certification purposes, candidates must be DoD certified at the Hazardous Materials Awareness level before they can become Telecommunicator I/II certified. Candidates are required to complete this course in 12 months. See DoD Manual 6055.6 for additional guidance.

(3E) Civil Engineering – Apparatus

10023W-Apparatus Driver/Operator – Pumper (Web-Based Course at Air University Online)
1 Volume: Activated – September 2007

Hours: Volume – 81 CE – 21
Points: Volume – 27 CE – 7

Content: This web-based course contains the subjects DoD fire fighters are required to know in order to perform their duties and achieve the Driver/Operator - Pumper certification level. This course outlines all requirements set forth in the 2003 Edition of NFPA Standard 1002; Standard on Fire Apparatus Driver/Operator Professional Qualifications. The Performance Test Module and Supplement also provides detailed performance test information for candidate evaluations and includes the elements, steps, and the standards to which they must be performed.

Note: For DoD certification purposes, candidates must be DoD certified at the Fire Fighter II level before they can become certified at any of the Driver/Operator certification levels. Course 10023W is mandatory for Air Force military personnel in 3E751 upgrade training. Candidates are required to complete this course in 12 months. (Exception: Air Force Military personnel in 3E751 upgrade training are required to complete the Driver/Operator - Pumper (10023W), Driver/Operator - Aircraft Rescue & Fire Fighting (10027W), Driver/Operator – Mobile Water Supply (10028W) and certification to the Hazardous Materials Technician level in 15 months. Because of the limited amount of training days available to Air Force Reserve and Air National Guard trainees, they are allowed to enroll in these courses one course at a time and have a maximum of one year to complete each course). See DoD Manual 6055.6 for additional guidance.

Special Enrollment Information: Web-based certification courses require a two part enrollment process. First, students must enroll in the course through AU A4L formerly (the Air Force Institute for Advanced Distributed Learning (AFIADL)) using one of the approved enrollment procedures spelled out in the Extension Course Program Catalog. Once the student has enrolled in the course, they will receive an AU A4L post card confirming the student's enrollment and further instructions. Students must then register with the Air University Online (https://au.csd.disa.mil/kc/login/login.asp) site where the course is ultimately hosted. Course registration is open to all authorized users. To access this web site you must first be authenticated as an authorized user. Authorized users are: active duty military, uniformed services members, selected reservists, retired military, direct hire, appropriated fund, DoD civilian employees, certain DoD contractors, and family members of the above who have been issued DoD ID cards. We authenticate by checking the information you provide against the Defense Enrollment Eligibility Reporting System (DEERS) which contains up to date personnel information on all parts of the Defense Department Workforce. Anyone not part of the authorized users listed above who enrolls in a course hosted on the Air University Online site is required to complete the following registration procedure. The individual must send a request for account creation to the Air University e-Campus Support system (http://afiadl.custhelp.com). The request must include the individual's name, email address, DOD affiliation including site assigned, address, supervisor's email, and the last four digits of their social security number. Upon approval, an account will be created for the individual on the Air University Online (https://au.csd.disa.mil/kc/login/login.asp) site and login information (Login ID and temporary password) forwarded to the individual. The individual can then log into the site and access the enrolled course.

10024 - Apparatus Driver/Operator - Aerial (Paper-Based Course)

1 Volume: Activated – June 2008

   Hours: Volume - 30 CE - 9
   Points: Volume - 10 CE – 3

Content: This course contains the subjects DoD fire fighters are required to know in order to perform their duties and achieve the Driver/Operator - Aerial certification level. This volume outlines all requirements set forth in the 2003 Edition of NFPA Standard 1002; *Standard for Fire Apparatus Driver/Operator Professional Qualifications*. The Performance Test Supplement provides detailed performance test information for candidate evaluations and includes the elements, steps, and the standards to which they must be performed.

Note: For DoD certification purposes, candidates must be DoD certified at the Fire Fighter II level before they can become certified at any of the Driver/Operator certification levels. Course 10024 is NOT mandatory for Air Force military personnel in 3E751 upgrade training. This course is only

applicable to those bases that have aerials assigned. Candidates are required to complete this course in 12 months. See DoD Manual 6055.6 for additional guidance.

10027M - Apparatus Driver/Operator - Aircraft Rescue & Fire Fighting (Multimedia Course on CD-ROM)

1 Volume - CD-ROM: Activated - August 2003

Hours: Volume - 81 CE - 21
Points: Volume - 27 CE - 7

Content: This interactive multimedia training course contains the subjects DoD fire fighters are required to know in order to perform their duties and achieve the Driver/Operator - Aircraft Rescue and Fire Fighting certification level. This course outlines all requirements set forth in the 1998 Edition of NFPA Standard 1002; *Standard on Fire Apparatus Driver/Operator Professional Qualifications.* The Performance Test Module and Supplement also provides detailed performance test information for candidate evaluations and includes the elements, steps, and the standards to which they must be performed.

Note: For DoD certification purposes, candidates must be DoD certified at the Fire Fighter II level before they can become certified at any of the Driver/Operator certification levels. Course 10027 is mandatory for Air Force military personnel in 3E751 upgrade training. Candidates are required to complete this course in 12 months. (Exception: Air Force Military personnel in 3E751 upgrade training are required to complete the Driver/Operator - Pumper (10023M), Driver/Operator - Aircraft Rescue & Fire Fighting (10027M), and Driver/Operator - Mobile Water Supply (10028W) courses in 15 months. Because of the limited amount of training days available to Air Force Reserve and Air National Guard trainees, they are allowed to enroll in these courses one course at a time and have a maximum of one year to complete each course). See DoD Manual 6055.6 for additional guidance.

10027W - Apparatus Driver/Operator - Aircraft Rescue & Fire Fighting (Web-Based Course at Air University Online)

1 Volume: Activated - September 2007

Hours: Volume - 81 CE - 21
Points: Volume - 27 CE - 7

Content: This web-based course contains the subjects DoD fire fighters are required to know in order to perform their duties and achieve the Driver/Operator - Aircraft Rescue and Fire Fighting certification level. This course outlines all requirements set forth in the 2003 Edition of NFPA Standard 1002; Standard on Fire Apparatus Driver/Operator Professional Qualifications. The Performance Test Module and Supplement also provides detailed performance test information for candidate evaluations and includes the elements, steps, and the standards to which they must be performed.

Note: For DoD certification purposes, candidates must be DoD certified at the Fire Fighter II level before they can become certified at any of the Driver/Operator certification levels. Course 10027W is mandatory for Air Force military personnel in 3E751 upgrade training. Candidates are required to complete this course in 12 months. (Exception: Air Force Military personnel in 3E751 upgrade training are required to complete the Driver/Operator - Pumper (10023W), Driver/Operator - Aircraft Rescue & Fire Fighting (10027W), Driver/Operator - Mobile Water Supply (10028W) and certification to the Hazardous Materials Technician level in 15 months. Because of the limited amount of training days available to Air Force Reserve and Air National Guard trainees, they are

allowed to enroll in these courses one course at a time and have a maximum of one year to complete each course). See DoD Manual 6055.6 for additional guidance.

Special Enrollment Information: Web-based certification courses require a two part enrollment process. First, students must enroll in the course through AU A4L formerly (the Air Force Institute for Advanced Distributed Learning (AFIADL)) using one of the approved enrollment procedures spelled out in the Extension Course Program Catalog. Once the student has enrolled in the course, they will receive an AU A4L post card confirming the student's enrollment and further instructions. Students must then register with the Air University Online **(https://au.csd.disa.mil/kc/login/login.asp)** site where the course is ultimately hosted. Course registration is open to all authorized users. To access this web site you must first be authenticated as an authorized user. Authorized users are: active duty military, uniformed services members, selected reservists, retired military, direct hire, appropriated fund, DoD civilian employees, certain DoD contractors, and family members of the above who have been issued DoD ID cards. We authenticate by checking the information you provide against the Defense Enrollment Eligibility Reporting System (DEERS) which contains up to date personnel information on all parts of the Defense Department Workforce. Anyone not part of the authorized users listed above who enrolls in a course hosted on the Air University Online site is required to complete the following registration procedure. The individual must send a request for account creation to the Air University e-Campus Support system **(http://afiadl.custhelp.com)**. The request must include the individual's name, email address, DOD affiliation including site assigned, address, supervisor's email, and the last four digits of their social security number. Upon approval, an account will be created for the individual on the Air University Online **(https://au.csd.disa.mil/kc/login/login.asp)** site and login information (Login ID and temporary password) forwarded to the individual. The individual can then log into the site and access the enrolled course.

10028W - Apparatus Driver/Operator - Mobile Water Supply (Web-Based Course at Air University Online)
1 Volume: Activated - October 2007

Hours: Modules - 81 CE - 21
Points: Modules - 27 CE - 7

Content: This web-based course contains the subjects DoD fire fighters are required to know in order to perform their duties and achieve the Driver/Operator - Mobile Water Supply certification level. This course meets all of the requirements set forth in the 2003 Edition of NFPA Standard 1002; Standard for Fire Apparatus Driver/Operator Professional Qualifications. The Performance Test Module and Supplement also provides detailed performance test information for candidate evaluations and includes the elements, steps, and the standards to which they must be performed.

Note: For DoD certification purposes, candidates must be DoD certified at the Fire Fighter II level before they can become certified at any of the Driver/Operator certification levels. Course 10028W is mandatory for Air Force military personnel in 3E751 upgrade training. Candidates are required to complete this course in 12 months. (Exception: Air Force Military personnel in 3E751 upgrade training are required to complete the Driver/Operator - Pumper (10023W), Driver/Operator - Aircraft Rescue & Fire Fighting (10027W), Driver/Operator - Mobile Water Supply (10028W), and certification to the Hazardous Material Technician level in 15 months. Because of the limited amount of training days available to Air Force Reserve and Air National Guard trainees, they are allowed to enroll in these courses one course at a time and have a maximum of one year to complete each course). See DoD Manual 6055.6 for additional guidance.

Special Enrollment Information: Web-based certification courses require a two part enrollment process. First, students must enroll in the course through AU A4L formerly (the Air Force Institute

for Advanced Distributed Learning (AFIADL)) using one of the approved enrollment procedures spelled out in the Extension Course Program Catalog. Once the student has enrolled in the course, they will receive an AU A4L post card confirming the student's enrollment and further instructions. Students must then register with the Air University Online **(https://au.csd.disa.mil/kc/login/login.asp)** site where the course is ultimately hosted. Course registration is open to all authorized users. To access this web site you must first be authenticated as an authorized user. Authorized users are: active duty military, uniformed services members, selected reservists, retired military, direct hire, appropriated fund, DoD civilian employees, certain DoD contractors, and family members of the above who have been issued DoD ID cards. We authenticate by checking the information you provide against the Defense Enrollment Eligibility Reporting System (DEERS) which contains up to date personnel information on all parts of the Defense Department Workforce. Anyone not part of the authorized users listed above who enrolls in a course hosted on the Air University Online site is required to complete the following registration procedure. The individual must send a request for account creation to the Air University e-Campus Support system **(http://afiadl.custhelp.com).** The request must include the individual's name, email address, DOD affiliation including site assigned, address, supervisor's email, and the last four digits of their social security number. Upon approval, an account will be created for the individual on the Air University Online **(https://au.csd.disa.mil/kc/login/login.asp)** site and login information (Login ID and temporary password) forwarded to the individual. The individual can then log into the site and access the enrolled course.

(3E) Civil Engineering – Fire Instructor

10411W - Fire Instructor I (Web-Based Course at Air University Online)

1 Volume: Activated - October 2007

Hours: Volume - 27 CE – 6
Points: Volume - 9 CE - 2

Content: This web-based course contains the subjects DoD fire fighters are required to know in order to perform their duties and achieve the Fire Instructor I certification level. This course outlines all requirements set forth in the 2007 Edition of NFPA Standard 1041; Standard for Fire Service Instructor Professional Qualifications. The Performance Test Module and Supplement also provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed.

Note: For DoD certification purposes, there are no prerequisites to become Fire Instructor I certified. This course is mandatory for Air Force military fire fighters in AFSC 3E771 upgrade training. Candidates are required to complete this course in 12 months. See DoD Manual 6055.6 for additional guidance.

Special Enrollment Information: Web-based certification courses require a two part enrollment process. First, students must enroll in the course through AU A4L formerly (the Air Force Institute for Advanced Distributed Learning (AFIADL)) using one of the approved enrollment procedures spelled out in the Extension Course Program Catalog. Once the student has enrolled in the course, they will receive an AU A4L post card confirming the student's enrollment and further instructions. Students must then register with the Air University Online **(https://au.csd.disa.mil/kc/login/login.asp)** site where the course is ultimately hosted. Course registration is open to all authorized users. To access this web site you must first be authenticated as an authorized user. Authorized users are: active duty military, uniformed services members, selected reservists, retired military, direct hire, appropriated fund, DoD civilian employees, certain DoD contractors, and family members of the above who have been issued DoD ID cards. We authenticate by checking the information you provide against the Defense Enrollment Eligibility Reporting

System (DEERS) which contains up to date personnel information on all parts of the Defense Department Workforce. Anyone not part of the authorized users listed above who enrolls in a course hosted on the Air University Online site is required to complete the following registration procedure. The individual must send a request for account creation to the Air University e-Campus Support system **(http://afiadl.custhelp.com).** The request must include the individual's name, email address, DOD affiliation including site assigned, address, supervisor's email, and the last four digits of their social security number. Upon approval, an account will be created for the individual on the Air University Online **(https://au.csd.disa.mil/kc/login/login.asp)** site and login information (Login ID and temporary password) forwarded to the individual. The individual can then log into the site and access the enrolled course.

10412W - Fire Instructor II (Web-Based Course at Air University Online)

1 Volume: Activated – January 2008

Hours: Volume - 27 CE – 6
Points: Volume - 9 CE - 2

Content: This web-based course contains the subjects DoD fire fighters are required to know in order to perform their duties and achieve the Fire Instructor II certification level. This course outlines all requirements set forth in the 2007 Edition of NFPA Standard 1041; Standard for Fire Service Instructor Professional Qualifications. The Performance Test Module and Supplement also provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed.

Note: For DoD certification purposes, candidates must be DoD certified at the Fire Instructor I level before they can become Fire Instructor II certified. Course 10412 is NOT mandatory for Air Force skill level upgrade training. Candidates are required to complete this course in 12 months. See DoD Manual 6055.6 for additional guidance.

Special Enrollment Information: Web-based certification courses require a two part enrollment process. First, students must enroll in the course through AU A4L formerly (the Air Force Institute for Advanced Distributed Learning (AFIADL)) using one of the approved enrollment procedures spelled out in the Extension Course Program Catalog. Once the student has enrolled in the course, they will receive an AU A4L post card confirming the student's enrollment and further instructions. Students must then register with the Air University Online **(https://au.csd.disa.mil/kc/login/login.asp)** site where the course is ultimately hosted. Course registration is open to all authorized users. To access this web site you must first be authenticated as an authorized user. Authorized users are: active duty military, uniformed services members, selected reservists, retired military, direct hire, appropriated fund, DoD civilian employees, certain DoD contractors, and family members of the above who have been issued DoD ID cards. We authenticate by checking the information you provide against the Defense Enrollment Eligibility Reporting System (DEERS) which contains up to date personnel information on all parts of the Defense Department Workforce. Anyone not part of the authorized users listed above who enrolls in a course hosted on the Air University Online site is required to complete the following registration procedure. The individual must send a request for account creation to the Air University e-Campus Support system **(http://afiadl.custhelp.com).** The request must include the individual's name, email address, DOD affiliation including site assigned, address, supervisor's email, and the last four digits of their social security number. Upon approval, an account will be created for the individual on the Air University Online **(https://au.csd.disa.mil/kc/login/login.asp)** site and login information (Login ID and temporary password) forwarded to the individual. The individual can then log into the site and access the enrolled course.

10413 - Fire Service Instructor III (Paper-Based Course)

1 Volume: Activated - June 1995

Hours: Volume - 27 CE - 6
Points: Volume - 9 CE - 2

Content: This course contains the subjects DoD fire fighters are required to know in order to perform their duties and achieve the Fire Service Instructor III certification level. This volume outlines all requirements set forth in the 1992 Edition of NFPA Standard 1041; Standard for Fire Service Instructor Professional Qualifications. The Performance Test Supplement provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed.

Note: For DoD certification purposes, candidates must be DoD certified at the Fire Instructor II level before they can become Fire Instructor III certified.   Course 10413 is NOT mandatory for Air Force skill level upgrade training. Candidates are required to complete this course in 12 months. See DoD Manual 6055.6 for additional guidance.

10211W - Fire Officer I (Web-Based Course at Air University Online)

1 Volume: Activated - September 2007

Hours: Volume - 12 CE – 3
Points: Volume - 4 CE - 1

Content: This web-based course contains the subjects DoD fire fighters are required to know in order to perform their duties and achieve the Fire Officer I certification level. This course outlines all requirements set forth in the 2003 Edition of NFPA Standard 1021; Standard for Fire Officer Professional Qualifications. The Performance Test Module and Supplement also provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed.

Note: For DoD certification purposes, candidates must be DoD certified at the Fire Fighter II and Fire Instructor I levels before they can become Fire Officer I certified. This course is mandatory for Air Force military fire fighters in AFSC 3E771 upgrade training. Candidates are required to complete this course in 12 months. See DoD Manual 6055.6 for additional guidance.

Special Enrollment Information: Web-based certification courses require a two part enrollment process. First, students must enroll in the course through AU A4L formerly (the Air Force Institute for Advanced Distributed Learning (AFIADL)) using one of the approved enrollment procedures spelled out in the Extension Course Program Catlog. Once the student has enrolled in the course, they will receive an AU A4L post card confirming the student's enrollment and further instructions. Students must then register with the Air University Online **(https://au.csd.disa.mil/kc/login/login.asp)** site where the course is ultimately hosted. Course registration is open to all authorized users. To access this web site you must first be authenticated as an authorized user. Authorized users are: active duty military, uniformed services members, selected reservists, retired military, direct hire, appropriated fund, DoD civilian employees, certain DoD contractors, and family members of the above who have been issued DoD ID cards. We authenticate by checking the information you provide against the Defense Enrollment Eligibility Reporting System (DEERS) which contains up to date personnel information on all parts of the Defense Department Workforce. Anyone not part of the authorized users listed above who enrolls in a course hosted on the Air University Online site is required to complete the following registration procedure. The individual must send a request for account creation to the Air University e-Campus Support system **(http://afiadl.custhelp.com).** The request must include the individual's name, email address,

DOD affiliation including site assigned, address, supervisor's email, and the last four digits of their social security number. Upon approval, an account will be created for the individual on the Air University Online **(https://au.csd.disa.mil/kc/login/login.asp)** site and login information (Login ID and temporary password) forwarded to the individual. The individual can then log into the site and access the enrolled course.

10212W - Fire Officer II (Web-Based Course at Air University Online)

1 Volume: Activated – January 2008

Hours: Volume - 51 CE - 12
Points: Volume - 17 CE - 4

Content: This web-based course contains the subjects DoD fire fighters are required to know in order to perform their duties and achieve the Fire Officer II certification level. This course outlines all requirements set forth in the 2003 Edition of NFPA Standard 1021; Standard for Fire Officer Professional Qualifications. The Performance Test Supplement provides detailed performance test information for candidate testing and includes the elements, steps, and standards to which they must be performed.

Note: For DoD certification purposes, candidates must be DoD certified at the Fire Instructor I and Fire Officer I levels before they can become Fire Officer II certified. Course 10212 is not mandatory for Air Force skill level upgrade training. Candidates are required to complete this course in 12 months. See DoD Manual 6055.6 for additional guidance.

Special Enrollment Information: Web-based certification courses require a two part enrollment process. First, students must enroll in the course through AU A4L formerly (the Air Force Institute for Advanced Distributed Learning (AFIADL)) using one of the approved enrollment procedures spelled out in the Extension Course Program Catalog. Once the student has enrolled in the course, they will receive an AU A4L post card confirming the student's enrollment and further instructions. Students must then register with the Air University Online **(https://au.csd.disa.mil/kc/login/login.asp)** site where the course is ultimately hosted. Course registration is open to all authorized users. To access this web site you must first be authenticated as an authorized user. Authorized users are: active duty military, uniformed services members, selected reservists, retired military, direct hire, appropriated fund, DoD civilian employees, certain DoD contractors, and family members of the above who have been issued DoD ID cards. We authenticate by checking the information you provide against the Defense Enrollment Eligibility Reporting System (DEERS) which contains up to date personnel information on all parts of the Defense Department Workforce. Anyone not part of the authorized users listed above who enrolls in a course hosted on the Air University Online site is required to complete the following registration procedure. The individual must send a request for account creation to the Air University e-Campus Support system **(http://afiadl.custhelp.com).** The request must include the individual's name, email address, DOD affiliation including site assigned, address, supervisor's email, and the last four digits of their social security number. Upon approval, an account will be created for the individual on the Air University Online **(https://au.csd.disa.mil/kc/login/login.asp)** site and login information (Login ID and temporary password) forwarded to the individual. The individual can then log into the site and access the enrolled course.

10212 - Fire Officer II (Paper-Based Course)

1 Volume: Activated - February 2006

Hours: Volume - 51 CE - 12
Points: Volume - 17 CE - 4

Content: This course contains the subjects DoD fire fighters are required to know in order to perform their duties and achieve the Fire Officer II certification level. This volume outlines all requirements set forth in the 2003 Edition of NFPA Standard 1021; *Standard for Fire Officer Professional Qualifications.* The Performance Test Supplement provides detailed performance test information for candidate testing and includes the elements, steps, and standards to which they must be performed.

Note: For DoD certification purposes, candidates must be DoD certified at the Fire Instructor I and Fire Officer I levels before they can become Fire Officer II certified. Course 10212 is not mandatory for Air Force skill level upgrade training. Candidates are required to complete this course in 12 months. See DoD Manual 6055.6 for additional guidance.

10213 - Fire Officer III (Paper-Based Course)

1 Volume: Activated - January 1997

Hours: Volume - 120 CE - 30
Points: Volume - 40 CE - 10

Content: This course contains the subjects DoD fire fighters are required to know in order to perform their duties and achieve the Fire Officer III certification level. This volume outlines all requirements set forth in the 1997 Edition of NFPA Standard 1021; *Standard for Fire Officer Professional Qualifications.* The Performance Test Supplement provides detailed performance test information for candidate testing and includes the elements, steps, and standards to which they must be performed.

Note: For DoD certification purposes, candidates must be DoD certified at the Fire Instructor II and Fire Officer II levels before they can become Fire Officer III certified. Course 10213 is not mandatory for Air Force skill level upgrade training. Candidates are required to complete this course in 12 months. See DoD Manual 6055.6 for additional guidance.

10214 - Fire Officer IV (Paper-Based Course)

1 Volume: Activated - July 1997

Hours: Volume - 12 CE - 3
Points: Volume - 4 CE - 1

Content: This course contains the subjects DoD fire fighters are required to know in order to perform their duties and achieve the Fire Officer IV certification level. This volume outlines all requirements set forth in the 1997 Edition of NFPA Standard 1021; *Standard for Fire Officer Professional Qualifications.* The Performance Test Supplement provides detailed performance test information for candidate testing and includes the elements, steps, and standards to which they must be performed.

Note: For DoD certification purposes, candidates must be DoD certified at the Fire Instructor II and Fire Officer III levels before they can become Fire Officer IV certified. Course 10214 is not mandatory for Air Force skill level upgrade training. Candidates are required to complete this course in 12 months. See DoD Manual 6055.6 for additional guidance

(3E) Civil Engineering – Fire Inspector

10311W - Fire Inspector I (Web-Based Course at Air University Online)

1 Volume: Activated – January 2008

Hours: Volume - 9 CE – 3
Points: Volume - 3 CE - 1

Content: This web-based course contains the subjects DoD fire fighters are required to know in order to perform their duties and achieve the Fire Inspector I certification level. This course outlines all requirements set forth in the 2003 Edition of NFPA Standard 1031; Standard for Professional Qualifications for Fire Inspector and Plan Examiner. The Performance Test Module and Supplement also provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed.

Note: For DoD certification purposes, candidates must be DoD certified at the Hazardous Materials Awareness level before they can become Fire Inspector I certified. This course is mandatory for Air Force military fire fighters in AFSC 3E771 upgrade training. Candidates are required to complete this course in 12 months. See DoD Manual 6055.6 for additional guidance.

Special Enrollment Information: Web-based certification courses require a two part enrollment process. First, students must enroll in the course through AU A4L formerly (the Air Force Institute for Advanced Distributed Learning (AFIADL)) using one of the approved enrollment procedures spelled out in the Extension Course Program Catalog. Once the student has enrolled in the course, they will receive an AU A4L post card confirming the student's enrollment and further instructions. Students must then register with the Air University Online **(https://au.csd.disa.mil/kc/login/login.asp)** site where the course is ultimately hosted. Course registration is open to all authorized users. To access this web site you must first be authenticated as an authorized user. Authorized users are: active duty military, uniformed services members, selected reservists, retired military, direct hire, appropriated fund, DoD civilian employees, certain DoD contractors, and family members of the above who have been issued DoD ID cards. We authenticate by checking the information you provide against the Defense Enrollment Eligibility Reporting System (DEERS) which contains up to date personnel information on all parts of the Defense Department Workforce. Anyone not part of the authorized users listed above who enrolls in a course hosted on the Air University Online site is required to complete the following registration procedure. The individual must send a request for account creation to the Air University e-Campus Support system **(http://afiadl.custhelp.com).** The request must include the individual's name, email address, DOD affiliation including site assigned, address, supervisor's email, and the last four digits of their social security number. Upon approval, an account will be created for the individual on the Air University Online **(https://au.csd.disa.mil/kc/login/login.asp)** site and login information (Login ID and temporary password) forwarded to the individual. The individual can then log into the site and access the enrolled course.

10312W - Fire Inspector II (Web-Based Course at Air University Online)

1 Volume: Activated – January 2008

Hours: Modules - 9   CE - 3
Points: Modules - 3 CE - 1

Content: This web-based course contains the subjects DoD fire fighters are required to know to perform their duties and achieve the Fire Inspector II certification level. This course outlines all requirements set forth in the 2003 Edition of NFPA Standard 1031; Standard for Professional Qualifications for Fire Inspector and Plan Examiner. The Performance Test Module and Supplement

also provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed.

Note: For DoD certification purposes, candidates must be DoD certified at the Fire Inspector I level before they can become Fire Inspector II certified. Candidates are required to complete this course in 12 months. See DoD Manual 6055.6 for additional guidance.

Special Enrollment Information: Web-based certification courses require a two part enrollment process. First, students must enroll in the course through AU A4L formerly (the Air Force Institute for Advanced Distributed Learning (AFIADL)) using one of the approved enrollment procedures spelled out in the Extension Course Program Catalog. Once the student has enrolled in the course, they will receive an AU A4L post card confirming the student's enrollment and further instructions. Students must then register with the Air University Online **(https://au.csd.disa.mil/kc/login/login.asp)** site where the course is ultimately hosted. Course registration is open to all authorized users. To access this web site you must first be authenticated as an authorized user. Authorized users are: active duty military, uniformed services members, selected reservists, retired military, direct hire, appropriated fund, DoD civilian employees, certain DoD contractors, and family members of the above who have been issued DoD ID cards. We authenticate by checking the information you provide against the Defense Enrollment Eligibility Reporting System (DEERS) which contains up to date personnel information on all parts of the Defense Department Workforce. Anyone not part of the authorized users listed above who enrolls in a course hosted on the Air University Online site is required to complete the following registration procedure. The individual must send a request for account creation to the Air University e-Campus Support system **(http://afiadl.custhelp.com).** The request must include the individual's name, email address, DOD affiliation including site assigned, address, supervisor's email, and the last four digits of their social security number. Upon approval, an account will be created for the individual on the Air University Online (https://au.csd.disa.mil/kc/login/login.asp) site and login information (Login ID and temporary password) forwarded to the individual. The individual can then log into the site and access the enrolled course.

10313 - Fire Inspector III (Paper-Based Course)
1 Volume: Activated – June 2008

Hours: Volumes - 9 CE - 3
Points: Volumes - 3 CE - 1

Content: This course contains the subjects DoD fire fighters are required to know in order to perform duties and achieve the Fire Inspector III certification level. All requirements set forth in the 2003 Edition of NFPA Standard 1031; *Standard for Professional Qualifications for Fire Inspectors and Plan Examiners.* The Performance Test Supplement provides detailed performance test information for candidate testing and includes the elements, steps and standards to which they must be performed.

Note: For DoD certification purposes, candidates must be DoD certified at the Fire Inspector II level before they can become Fire Inspector III certified. Candidates are required to complete this course in 12 months. See DoD Manual 6055.6 for additional guidance.

(3M) Services

3M051A-Services Journeyman
2 Volumes: New Activation - April 2005
       Revised - June 2001
       Initial Activation - April 1998

Hours: Volumes - 21 CE - 6
Points: Volumes - 7 CE - 2

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: Occupational Safety and Health, Training and Professional Development, Customer Service, Services Human Resource Management, Contracts, Strategic Capital Improvement Planning, Financial Management, Protection of Assets, Services Awards/Recognition Programs, Sanitation and Fundamentals of Food Preparation, Subsistence Storage Operations, Food Service Automation, Food Service Operations, Food Service Accounting, and Prime Vendor.

Special Information: Military personnel in upgrade training are required to enroll in 3M051A and 3M051B simultaneously. Dual enrollment is mandatory. Both courses must be completed within 15 months of the enrollment date.

3M051B-Services Journeyman

3 Volumes: New Activation - April 2005
            Revised - June 2001
             Initial Activation - April 1998

Hours: Volumes - 24 CE - 6
Points: Volumes - 8 CE - 2

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: General Operating Information and Lodging Standards, Front Desk Operations, Cashier Functions, Sundry Sales and Inventory, Financial Management, Other Lodging Duties/Human Resource Management, General Fitness Operations Management/Program, Fitness Programs, Sports Programs, Contingency Planning, Readiness Management, Field Lodging, Mortuary Affairs, Wartime Mortuary, Contingency Fitness and Recreation, and Field Exchanges.

Special Information: Military personnel in upgrade training are required to enroll in 3M051A and 3M051B simultaneously. Dual enrollment is mandatory. Both courses must be completed within 15 months of the enrollment date.

3M071A-Services Craftsman

2 Volumes: Activated - September 2005
            Revised - June 2001
            Initial activation - December 1996

Hours: Volume - 21 CE - 6
Points: Volume -   7 CE - 2

SALE RESTRICTED (Copyright Material) Limited to Department of Defense

Content: Customer Service, Services Human Resource Management, Contracts, Financial Management, Protection of Assets, Sanitation and Fundamentals of Food Preparation, Subsistence Storage Operations, Food Service Automation, Food Service Operations, Food Service Accounting, and Prime Vendor.

Special Information: Military personnel in upgrade training are required to enroll in 3M071A and 3M071B simultaneously. Dual enrollment is mandatory. Both courses must be completed within 15 months of the enrollment date.

3M071B-Services Craftsman

2 Volumes: Activated - September 2005
          Revised - June 2001
          Initial activation - April 1998

Hours: Volume - 24 CE - 6
Points: Volume -   8 CE - 2

SALE RESTRICTED (Copyright Material) Limited to Department of Defense

Content: General Operating Information and Lodging Standards, Front Desk Operations, Cashier Functions, Sundry Sales and Inventory, Financial Management, Other Lodging Duties/Human Resource Management, General Fitness Operations Management/Program, Sports Programs, Contingency Planning, Readiness Management, Field Lodging, Mortuary Affairs, Wartime Mortuary, Contingency Fitness and Recreation, and Field Exchanges.

Special Information: Military personnel in upgrade training are required to enroll in 3M071A and 3M071B simultaneously. Dual enrollment is mandatory. Both courses must be completed within 15 months of the enrollment date.

(3N) Public Affairs

3N051-Public Affairs Journeyman

2 Volumes: Revised - May 2003
          Initial Activation - October 2000

Hours: Volumes - 27 CE - 6
Points: Volumes - 9 CE - 2

Content: Volume 1 covers career field organization, legal responsibilities, training, and public communication programs such as media and community relations. Volume 2 looks at public affairs writing, newspaper writing, internal information program objectives, newspaper editorial guidelines, and design techniques.

3N071-Public Affairs Craftsman

1 Volume: Activated - September 2003

Hours: Volumes - 12 CE - 3
Points: Volumes -   4 CE – 1

Content: Volume 1 covers office management; newspaper management and public communications; environmental programs; and plans, annexes, and resource management.

3N052-Radio and Television Broadcasting Journeyman

3 Volumes: New Activation - December 2003
          Revised - October 2000
          Initial Activation - May 1989

Hours: Volumes - 81 CE - 21
Points: Volumes - 27 CE - 7

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1 discusses the role of Air Force Public Affairs and Broadcasting in today's Air Force; the whole broadcasting organization; legal responsibilities; information on daily operation of an Air Force radio or TV station, audience questionnaires, safety concerns in broadcasting, emergency response actions at your duty station, and broadcast writing. Volume 2 introduces

fundamental audio and radio equipment, radio production concepts, and radio broadcasting operations. Volume 3 looks at aspects of television production, from planning to presentation, combined with using the equipment to "put it all together" as part of the television production team. It outlines individual production responsibilities and strategies for planning, producing, and editing and producing video.

(3P) Security Police

3P051-Security Forces Journeyman

4 Volumes: New Activation - February 2005
        Revised - May 2000
        Initial Activation - February 1999

Hours: Volumes - 84 CE - 21
Points: Volumes - 28 CE - 7

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Content: Volume 1 covers an overview of the core knowledge required for you to accomplish basic Security Forces tasks. The volume begins with history and ends with occupational hazards you will encounter during your daily duties. Volume 2 covers use of force, response procedures, weapons systems security and mobile patrol operations. Volume 3 addresses weapons systems you will use daily and during combat operations. This volume also covers tactical communications equipment and procedures. Volume 4 covers skills that are required to use during combat and contingency situations, such as, basic base defense principles, mobility planning, battle drills, map reading and land navigation skills.

3P051C-Combat Arms Journeyman

3 Volumes: Activated - March 2005
        Initial Activation - January 1999

Hours: Volume - 27 CE - 6
Points: Volume -   9 CE - 2

Content: Volume 1 contains a general overview of the duties and responsibilities of Combat Arms personnel, armory duties, and some specific information on ammunition. Volume 2 covers the inspection and maintenance of the primary weapons in which you provide training on. This volume also touches on the operation and maintenance of the night vision aiming devices currently used in the Air Force. Volume 3 covers the principles and techniques of instruction with special emphasis on the fundamentals of marksmanship, training aids, and student evaluation and measurement.

3P051D-Military Working Dog Journeyman

1 Volume: New Activation - February 2005
        Revised - October 2001
        Initial Activation - December 1998

Hours: Volume - 15 CE - 3
Points: Volume -   5 CE - 1

Content: This one volume course covers general MWD team functions. Such as legal issues and using your dog as a means of force, training and support facilities, and a discussion on the principles of conditioning, dog team proficiency, and being an effective decoy/agitator.

3P071-Security Forces Craftsman

3 Volumes: Revised - October 2005
        Revised - June 2000

Initial Activation - July 1996

Hours: Volumes - 42 CE 12
Points: Volumes - 14 CE 4

Content: Volume 1 covers general career field knowledge concerning the career field path, SF squadron structure, standardization evaluation, the military working dog (MWD) program, financial planning and equipment required to complete the SF mission, traffic management, procedures for responding to cantonment or restricted area alarms, SF supervision, and the SF training program, and covers crimes, crisis situations, and high-risk incident scenes. Volume 2 will reinforce knowledge of SF deployment operations such as aerospace expeditionary force (AEF) responsibilities; global war on terrorism, deployment planning, and unit type codes (UTCs), SF leader responsibilities, and entry control and circulation. Volume 3 was developed to refresh knowledge in the areas of tactics, land navigation, high threat situations, high-threat operations, command and control (S functions) and communication.

(3S) Mission Support

3S051A-Personnel Journeyman

3 Volumes: Activated – May 2008

Hours: Volumes - 27 CE - 6
Points: Volumes -   9 CE - 2

Content: Volume 1 covers personnel functions and activities, the Freedom of Information Act (FOIA) and the Privacy Act of 1974, Military Personnel Data System (MilPDS) revolutionary computer systems with state of the art technology used to make your job easier, personnel journeyman's role in planning for and executing contingency and wartime actions, and Personnel Sustainment Functions and Personnel Support for Contingency Operations (PERSCO) responsibilities, composition, accountability and reports. Volume 2 covers the unit leave and career status bonus program, discusses the individual newcomer treatment orientation program, and subsistence programs, and covers unit quality force programs that are initiated at the unit level and duty status reporting. Volume 3 covers records management functions, discusses procedures for managing identification (ID) card issuance and retrieval, and covers the casualty service program; a very important function performed in the customer service element.

3S051B-Personnel Journeyman

3 Volumes: New Activation – October 2006
            Revised - October 2002
            Initial Activation - December 1997

Hours: Volumes - 39 CE - 9
Points: Volumes - 13 CE - 3

Content: Volume 1 introduces the Air Force Promotion Programs, examines the officer and enlisted performance report programs, discusses programs associated with reenlistment, covers programs associated with reenlistment, a look at awards and decorations programs, and discusses miscellaneous career enhancement programs. Volume 2 provides you with information on the functions to be performed and programs manage while assigned to personnel relocations element (PRE) in the Military Personnel Flight (MPF). Volume 3 covers the Air Force Classification System and discusses various personnel employment functions.

3S171-Military Equal Opportunity and Treatment Craftsman

3 Volumes: Activated - July 1999

Hours: Volumes - 48 CE - 12
Points: Volumes - 16 CE -   4

Special Information: This course is paper-based. While not a prerequisite, we recommend you take 3S171 before enrolling in 3S171M. Successful completion of both courses is required for upgrade to 7-level. Copyright Material and For Official Use Only. SALE RESTRICTED to Department of Defense Personnel

Content: Volume 1 discusses the implementation and management of the Military Equal Opportunity (MEO) Career Program. Volume 2 covers personal growth and professional development through various means. Volume 3 discusses the organization and performance of duties relating to the activities of an MEO.

3S251-Education and Training Manager Journeyman

1 Volume: Activated – November 2008

Hours: Volume - 15 CE - 3
Points: Volume - 5 CE - 1

Content: This one volume course covers information on conducting a work center training analysis that includes a representation of how to develop training objectives and measurement devices, how to develop training materials, and how to implement and review the work center training program. It covers the process of retraining as a 3S2X1 and the duties as office of primary responsibility for on-the-job training at the base and MAJCOM levels. Finally, this volume introduces opportunities, advisement, and counseling in the education services program, and covers the education financial assistance programs; degree completion, correspondence, and independent study programs, and the educational opportunities available through the Air Force Institute Technology (AFIT).

3S351-Manpower Journeyman

4 Volumes: Activated - July 2005

Hours: Volumes - 51 CE - 12
Points: Volumes - 17 CE - 4

Content: This CDC will improve your ability to perform as a management analyst and consultant. It covers relevant theories and concepts of the manpower career field and focuses on higher-level resource management skills while providing the CDC provides an opportunity to reinforce rudimentary knowledge.

(3V) Visual Information

3V052-Visual Information Photography Specialty

4 Volumes: New Activation - December 2004
            Initial Activation - January 1996

Hours: Volumes - 45 CE - 12
Points: Volumes - 15 CE -   4

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Content: Volume 1 covers general security measures such as information protection, operations security (OPSEC), communications security (COMSEC), emission security (EMSEC), physical security, and information safeguards, discusses photographic administration procedures involving work requests and their logs, copyright and reproduction restrictions, disposition of MM record

material, customer service techniques, and environmental standards regarding workplace safety. Volume 2 covers the theory of light, its behavior, and methods to measure light, discusses the principles of photographic optics, characteristics of lenses, and the various types of lenses, defines photographic exposure, different light sources, and methods for calculating exposure, and covers the effects, limitations, and different types of photographic filters. Volume 3 covers composing, planning, documentation, training, investigative and combat photography, and studio photography. This volume covers the basics of how to shoot certain photographic assignments. Volume 4 covers the basics of computer operations and electronic imaging.

(Medical)

Bioenvironmental Engineering

4B051-Bioenvironmental Engineering Journeyman

6 Volumes: New Activation – September 2006

Hours: Volumes – 117 CE – 30
Points: Volumes – 39 CE – 4

Content: Volume 1 covers fundamental knowledge of the Bioenvironmental Engineering (BE) career field. Volume 2 contains an introduction to the occupational health program and evaluation of chemical hazards. Volume 3 continues with specific occupational health programs such as ventilation, noise control, and special evaluations. Volume 4 discusses the radiation protection program. Volume 5 contains instruction on environmental health risk assessments, while Volume 6 concludes with contingency operations.

Diagnostic Imaging

4R051-Diagnostic Imaging Journeyman

5 Volumes: Activated - March 1997

Hours: Volumes - 105 CE - 27
Points: Volumes - 35 CE - 9

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Content: Volume 1 contains information relating to department administrative procedures and management. Volume 2 presents a thorough study of the fundamentals of radiologic science. Volume 3 covers information on osteology and routine radiographic positioning. Volume 4 covers special aspects of clinical radiology. Information on radiographic contrast media and the procedures that use contrast agents to image various structures in the body is presented in Volume 5.

Health Services Management

4A051-Health Services Management Journeyman

5 Volumes: Activated - March 2005
                Initial Activation - January 2002

Hours: Volumes - 75 CE - 18
Points: Volumes - 25 CE - 6

Content: Volume 1 consists of general information. It introduces and explores the different tasks and functions performed in the career field. Volume 2 introduces patient administration—output medical records, medical evaluations boards, admissions and dispositions processing, and inpatient administration and medical records. Volume 3 introduces health care optimization and the primary care optimization (PCO) concept and medical record coding. Volume 4 covers health plan management, TRICARE and care from alternate sources will be discussed thoroughly. Volume 5

includes financial management and budgeting, uniform business office, medical expenses and performance reporting/expense assignment system, inventory management, and priceouts.

4A071-Health Services Management Craftsman

1 Volume: New Activation – September 2006
Initial Activation - February 2002

Hours: Volumes - 42 CE - 11
Points: Volumes - 14 CE - 3

Content: VolumeThis one volume course covers various duties a health service manager would likely encounter working in the health care support areas and Resource Management Office (RMO).

Medical Material

4A151-Medical Materiel Journeyman

4 Volumes: Activated - April 2005
Initial Activation - September 2002

Hours: Volumes - 126 CE - 33
Points: Volumes -   42 CE – 11

Contents: Volume 1 covers general information needed as a medical journeyman. Volume 2 covers customer support operations. Volume 3 deals with managing your inventory. Volume 4 introduces two specialized medical materiel operations—equipment management and war reserve materiel.

4A171-Medical Materiel Craftsman

2 Volumes: Revised - October 2005
Initial Activation - December 2002

Hours: Volumes - 36 CE - 9
Points: Volumes - 12 CE - 3

Contents: Volume 1 provides information on fundamental functions of medical materiel. Volume 2 covers several specialized operations including equipment management, contract management, environment of care, war reserve materiel, and expeditionary medical materiel operations.

Mental Health

4C051-Mental Health Journeyman

4 Volumes: Activated - April 2005
Initial Activation - November 1996

Hours: Volumes - 54 CE - 15
Points: Volumes - 18 CE - 5

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Content: Volume 1 the standards of practice is a guide for building a respectable and proper relationship not only with the patients but also with your peers and coworkers. Also, delves into all aspects of the safety program. Covers cultural diversity, prevention, education, and key personnel briefings you can expect to organize, direct, and conduct. Covers a wealth of administrative tasks, and will conclude with mental health readiness. Volume 2 will provide an in-depth look at theories of development and abnormal psychology. Volume 3 will focus primarily on evaluation of patients in both an outpatient interview setting as well as prepare you to conduct psychometric examinations. Volume 4 will give a review treatment planning and introduce you to selected psychotherapeutic

interventions. Also, covers the necessary requirements for the Certified Alcohol and Drug Abuse Counselor (CADAC) Certification.

4C071-Mental Health Craftsman

2 Volumes: Activated – June 2008

Hours: Volumes - 33 CE – 9
Points: Volumes - 11 CE – 3

Content: Volume 1 covers the diversity and the counseling relationship, covers some of the more common diagnoses encountered in the mental health service, specific techniques used in interviewing, to include motivational interviewing, briefly covers the addiction models of treatment and the obstacles with each of those models, and finally this volume concludes with a look at the pharmacology of substance abuse and a discussion regarding chemically dependent families. Volume 2 covers the tools necessary to conduct evaluation and counseling session beneficial to treatment outcomes. This includes legal and ethical issues, appropriate treatment goal setting, and the administrative management of clinical services.

Occupational & Physical Therapy

4J071-Occupational/Physical Therapy Craftsman

1 Volume: Activated - September 1997
Hours: Volumes - 12 CE - 3
Points: Volumes - 4 CE - 1

Content: This one volume course covers the Organizational Medical Group (OMG) Structure, your responsibilities as a supervisor, the Proficiency Code Key, Money Management, and the Military Health Service System (MHSS).

4J072-Occupational/Physical Therapy Craftsman

1 Volume: Activated - June 2004
            Initial Activation - September 1997

Hours: Volumes - 12 CE - 3
Points: Volumes -   4 CE - 1

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Content: This one volume course covers the Objective Medical Group (OMG) Structure, which describes the way the Air Force organizes its medical treatment facilities (MTF). Also, covers how physical medicine and orthotic craftsman, interact with others in a healthcare environment, discusses money management to training your personnel, and covers information from the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) to give an insight on why we seek accreditation and how the Joint Commission performs its surveys.

PHARMACY

4P051A-Pharmacy Journeyman

4 Volumes: Activated – May 2008

Hours: Volumes - 45 CE - 12
Points: Volumes - 15 CE - 4

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Content: Volume 1 covers the mission, function, and organization of the USAF Medical Service, as well as the pharmacy's role within the organization. Volume 2 covers pharmacy practice standards, to

include Air Force directives. This volume also discusses medical facility accrediting agencies and methods that military treatment facilities use to achieve quality care and service. Volume 3 covers just what the title claims. This volume covers how to monitor Department of Defense (DoD) pharmaceutical contract compliance, how to maintain equipment and associated records, as well as pharmaceutical supply files and reports. Composite Heal Care System (CHCS) is also covered although this topic is rapidly changing, this section is fairly easy, because working within the pharmacy computers will be used on a daily basis.   Volume 4 the final volume in set A provides information on critical pharmacy skills. It provides critical performance information vital to the pharmacy career field.

Special Information: 4P051A is a prerequisite for 4P051B.

4P051B-Pharmacy Journeyman
5 Volumes: Revised - August 2000
　　　　　　　Initial Activation - July 1996

Hours: Volumes - 75 CE - 18
Points: Volumes - 25 CE -   6

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Content: Volume 1 gives information about pharmaceutical dispensing, terminology, anatomy, and physiology. Volumes 2 and 3, *Anatomy, Physiology, and Pharmacology,* covers the anatomy and physiology of each system of the human body, followed by the conditions associated with the system, and the drugs used to treat conditions associated with the system. Volume 4 covers miscellaneous drug therapy, medical aids and devices, and poisonings. Volume 5 discusses antibiotics and miscellaneous drugs.

Special Information: 4P051A is a mandatory prerequisite for 4P051B.

Public Health

4E051-Public Health Journeyman
5 Volumes: New Activation – December 2006
　　　　　　　Revised - November 2002
　　　　　　　Revised - March 2002
　　　　　　　Initial Activation - August 1997

Hours: Volumes - 87 CE - 18
Points: Volumes - 29 CE - 6

Content: Volume 1 is the basic of Public Health. Volume 2 deals with the principles of epidemiology and the control of communicable diseases. Volume 3 covers food technology, food procurement, the receipt and surveillance inspection programs, and facility sanitation. Volume 4 covers contingency operations, as well as field sanitation and hygiene. The final volume, Volume 5 deals with the Force Health Management section and Occupation Health. It covers everything from hazards and shop evaluations to the hearing conservation and fetal protection programs.

Air and Space Physiology

4M051-Aerospace Physiology Journeyman
5 Volumes: Revised - December 1999
　　　　　　　Initial Activation - June 1994

Hours: Volumes - 81 CE - 21
Points: Volumes - 27 CE - 7

Content: Volume 1 covers the general duties of air and space physiology personnel, safety and physical hazards, refresher training, and records management. Volume 2 discusses physiology fundamentals and how our body operates. Volume 3 discusses the hypobaric chamber, crew position responsibilities, and inspection requirements. Volume 4 covers the purpose and function of aircraft pressurization systems and procedures in the event of a system failure. Volume 5 discusses specialty areas of the career field.

Biomedical Equipment

4A251A-Biomedical Equipment Journeyman

5 Volumes: New Activation - April 2004
             Initial Activation - January 1994

Hours: Volumes - 96 CE - 24
Points: Volumes - 32 CE - 8

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Content: Volume 1 introduces biomedical equipment repair. Volume 2 covers the aspects of the Environment of Care, tools, and test equipment. Volume 3 covers electronic principles. Volume 4 covers a more in-depth study of electronics with advanced electronics and troubleshooting techniques. Volume 5 covers information on computer systems.

Special Information: CDC 4A251A is a mandatory prerequisite for CDC 4A251B.

4A251B-Biomedical Equipment Journeyman

4 Volumes: New Activation – September 2006
             Initial Activation - May 1996

Hours: Volumes – 84 CE - 21
Points: Volumes - 28 CE -   7

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Content: Volume 1 covers all the interfaces dealt with when connecting equipment to the hospital's utilities. It also covers knowledge on the equipment used for readiness purposes when the facilities go mobile. Volume 2 pertains to medical terminology and equipment used with inpatient care. Volume 3 discusses outpatient care areas and support equipment. Volume 4 explains imaging systems.

Special Information: CDC 4A251A is a mandatory prerequisite for CDC 4A251B.

4A271-Biomedical Equipment Craftsman

2 Volumes: New Activation - January 2008

Hours: Volumes - 15 CE - 3
Points: Volumes - 5 CE – 1

Content: Volume 1 covers biomedical equipment support program with special emphasis placed on the more important aspects of the program and specific activities unique to the job. Also discusses how to determine and justify specific shop requirements; and the importance of Data Quality. Volume 2 covers organizing and managing the equipment maintenance program to include war reserve equipment, medical readiness reports and deployment tasking, also covers military and civilian inspections and how they affect the shop. This volume also explains medical equipment management from cradle to grave. Lastly, this volume will discuss quality assurance issues such as recalls, modifications, and investigations.

Cardiopulmonary

4H071-Cardiopulmonary Laboratory Craftsman

1 Volume: Revised - August 2005
          Initial Activation - June 2003

Hours: Volumes - 18 CE - 6
Points: Volumes - 6 CE - 2

Content: This single volume course introduces principles of the USAF medical service organization and our cardiopulmonary career field, medical logistic procedures, administration issues, supervisory responsibilities, and training techniques.

Diet Therapy

4D051-Diet Therapy Journeyman

3 Volumes: Activated - September 2005

Hours: Volumes - 45 CE - 12
Points: Volumes - 15 CE -   4

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Content: Volume 1 contains five units that cover safety standards, sanitation, medical material, equipment forecasting, and medical readiness/deployment expectations. Volume 2 deals with all aspects of managing nutritional medicine (NM). Volume 3 covers clinical nutrition starting with the basic principles of nutrition and digestion.

Medical Laboratory

4T051A-Medical Laboratory Journeyman (Administration and Chemistry)

3 Volumes: New Activation - February 2004
              Revised - January 2000
              Initial Activation - March 1999

 Hours: Volumes - 60 CE - 15
Points: Volumes - 20 CE -   5

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Content: Volume 1 covers the medical laboratory mission, quality assurance, safety, and discusses all aspects of specimen collection and medical terminology, clinical chemistry theory, overview of laboratory instrumentation, and allows you to gain insight into the laboratorian's role regarding biological warfare and terrorism. Volume 2 covers a plethora of chemistry analyte testing methods and principles. Volume 3 will guide you through all aspects of urinalysis.

4T051B-Medical Laboratory Journeyman - Microbiology

4 Volumes: Revised - August 2005
            Initial activation - February 1997
Hours: Volumes - 87 CE - 21
Points: Volumes - 29 CE -   7

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Content: Volume 1 enables students to review fundamentals of diagnostic bacteriology. Volume 2 begins with the most medically important genera—aerobic gram positive cocci and bacilli—that cause some of the most serious human diseases. It also covers aerobic gram-negative cocci and

coccobacilli organisms, aerobic gram-negative bacilli, and anaerobic gram-positive and gram-negative organisms. Volume 3 covers a study of miscellaneous microorganisms to include the spirochetes, mollicutes, chlamydiae, rickettsiae, and viruses, examines the acid-fast bacilli and some of the unique features of these organisms, and provides an introduction to medical mycology and general information about mycology. Volume 4 presents information on parasites of medical importance, including helminths and protozoa.

4T051C-Medical Laboratory Journeyman - Hematology, Immunology, and Blood Banking

3 Volumes: Activated - January 1998

Hours: Volumes - 57 CE - 15
Points: Volumes - 19 CE - 5

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Content: Volume 1 discusses hematology; erythrocytes, leukocytes, and thrombocytes; the complete blood count and hemotology procedures; and hemostasis mechanism and evaluation of coagulation studies. Volume 2 covers immunology. Volume 3 is concerned with bloodbanking and the transfusion service.

MEDICAL SERVICE

4N051A-Aerospace Medical Service Journeyman

3 Volumes: Activated – March 2008

Hours: Volumes - 33 CE - 9
Points: Volumes - 11 CE - 3

Contents: Volume 1 covers medical doctrine and how it applies to this career field and its technician, discusses manpower and resources to introduce how manning needs are developed and the basics to understand how information is received and maintained to complete the duties. Volume 2 focuses on anatomy and physiology of the body. Volume 3 focuses on Aerospace Medicine and Medical Standards. This volume covers how the medical technician will focus on maintaining the health of all Airman, and a thorough understanding of the information in this volume will help ensure that Air Force members are medically deployment ready, mission ready and/or ready to fly, fight and win.

4N051B-Aerospace Medical Service Journeyman

3 Volumes: New Activation - July 2003
              Revised - July 1999
              Initial Activation - November 1995

Hours: Volumes - 63 CE - 15
Points: Volumes - 21 CE - 5

Content: Volume 1 addresses the important aspects of medication administraton and fluid therapy. Volume 2 addresses a variety of patient care skills to include surgical, orthopaedic, pediatric, and mental health care. Volume 3 discusses the roles and responsibilities of the 4N0X1 personnel assigned to the medical service arena.

4N071-Aerospace Medical Service Craftsman

2 Volumes: Activated - December 2004

Hours: Volumes - 36 CE - 9
Points: Volumes - 12 CE - 3

Content: Volume 1 covers issues of the medical service mission, addresses the specific issues facing the supervisors in the MTFs. Responsibilities range from logistics, to supervision and training new personnel. Specifically integrates the future of our medical healthcare system through Population Health. Volume 2 covers the fundamental nursing skills, such as, patient care, hierarchy of needs, and the nursing process through physiology of body processes. Also, covers the "missing links" of Aerospace Medicine Clinic, better known in the MTF as the Flight Surgeons Office.

Ophthalmology & Optometry

4V051A-Ophthalmology Journeyman
4 Volumes: Activated – June 2007
Revised - April 2005
Initial Activation - November 1997

Hours: Volumes - 105 CE - 27
Points: Volumes - 35 CE -   4

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Content: Volume 1 covers the objective medical group, ophthalmic career ladder progression, ophthalmic security, clnic safety, tips on professional relations, scheduling of patients, ophthalmic clinic administration, and Air Force accountability. Volume 2 covers information on ocular anatomy and physiology, eye injuries, infections, and disorders. Volume 3 covers geometrical optics, ophthalmic optics and ordering and dispensing spectacles. While the scope of material is limited to military requirements, everything easily translates to the civilian world. Volume 4 is the final volume and it goes through how to assist the health care provider (doctor), advanced clinical procedures, Aerospace optometry and some contact lens information and procedures.

4V051B-Ophthalmic Journeyman
2 Volumes: Activated – June 2007

Hours: Volumes – 51 CE – 12
Points: Volumes – 17 CE - 4

Content: Volume 1 covers safety, patient relations, our housekeeping duties, sterilization, needs of the surgical patient and properly transferring the surgical patient. Volume 2 covers aseptic techniques, minor ophthalmic surgery and major ophthalmic surgery.

4V071-Optometry/Ophthalmology Craftsman
1 Volume: New Activation – May 2007
Revised - February 2005
Revised - October 2001
Initial Activation - March 1997

Hours: Volumes - 12 CE - 3
Points: Volumes - 4 CE - 1

Content: This one volume course consists of two units. Unit one - supervision and management covers the duties involved in personnel responsibilities and administrative responsibilities, and unit two – advanced clinical procedures covers the use and practice of automated visual field results and refractometry.

Physical Therapy

4J052A-Physical Medicine Journeyman

3 Volumes: New Activation - September 2003
　　　　　Revised - May 2001
　　　　　Initial Activation - November 1995

Hours: Volumes - 60 CE - 15
Points: Volumes - 20 CE -　5

Content: Volume 1 specifies the journeyman's role and responsibilities as a member of the physical therapy career field. Volume 2 discusses the major body systems and the pathophysiological conditions affecting the various systems. Volume 3 covers manual procedures and modality application.

Special Information: CDC 4J052A is a mandatory prerequisite to CDC 4J052B.

4J052B-Physical Medicine Journeyman

4 Volumes: New Activation - December 2003
　　　　　Revised - October 2001
　　　　　Initial Activation - February 1996

Hours: Volumes - 75 CE - 18
Points: Volumes - 25 CE -　6

Content: Volume 1 covers the principles and concepts of groth and development, therapeutic exercise, sensory skills and coordination, and finishes with kinesiological principles and ergonomics. Volume 2 covers the axial skeleton. Volume 3 covers the functional anatomy of the body. Volume 4 covers the primary mode of transporation, the lower extremities (the pelvis and hip, knee joint, ankle, foot and toes, and lower extremity support).

Special Information: CDC 4J052A is a mandatory prerequisite to CDC 4J052B.

Surgical Service

4N151A-Surgical Service Journeyman

5 Volumes: Activated – March 2006

Hours: Volumes - 102 CE - 30
Points: Volumes -　 34 CE - 10

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Content: Volume 1 covers the surgical service career field by first introducing the USAF Medical Service mission and organization and the roles of the surgical technician. It covers a discussion on professional and patient relations; looks at patient relations, patient advocacy, patient needs, and patient fears, and the ways medical personnel can develop positive patient relationships. This volume ends by focusing entirely on safety. Volume 2 focuses on infection control. It covers microbiology and the infection control programs and function, covers reprocessing reusable surgical instruments and supplies including cleaning, assembling, packaging, sterilizing, and disinfecting. Volume 3 focuses on the surgical patient. It covers the physical preparations involved before a patient is wheeled into the operating room, and how to prevent pain during the procedure (i.e., the methods of anesthesia). Volume 4 covers the surgical suite. It looks at preparing for surgery, both staff preparation and room preparation. This volume also focuses on basic surgical "routines"—the intraoperative and postoperative duties involved in every surgical procedure. The final volume 5 covers surgical pharmacology, or how to handle and use the various drugs, solutions, blood, and

blood products. Methods of hemostasis, and the use of various surgical stapling devices are covered, and this volume closes with wound closure.

Special Information: CDC 4N151A is a mandatory prerequisite for enrollment in CDC 4N151B.

4N151B-Surgical Service Journeyman - Part II

4 Volumes: Activated – August 2008
Hours: Volumes - 78 CE - 18
Points: Volumes - 26 CE - 6

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Content: Volume 1 covers the anatomy and physiology. This volume discusses how the body is organized, beginning with a basic "blueprint" of the body. It covers terms and references medical professionals use to discuss anatomical regions and locations of various body structures. It also takes a look at the basic components of the body. Also covers the musculoskeletal "framework" of the body, and deals with one of the most complex body systems, the nervous system. Volume 2 covers the anatomy and physiology by looking at the other body systems. Volume 3 looks at some common procedures performed by surgeons of the various surgical specialties. Volume 4 covers supporting tasks and duties such as medical logistics, medical readiness, and some of the administrative and managerial duties needed to progress through the ranks in the surgical service career field.

Special Information: CDC 4N151A is a mandatory prerequisite for enrollment in CDC 4N151B.

4N171-Surgical Service Craftsman

1 Volume: Activated – October 2008

Hours: Volumes - 21 CE - 6
Points: Volumes - 7 CE - 2

Content: This one volume course begins with an overview of supervision, paying particular attention to the newly assigned surgical service apprentice. It looks at publications and other written correspondence, and finishes with one of the key processes in the medical facility—performance improvement and risk management. This volume also centers on resources; it begins with a look at the medical resource management office, and ends with material responsibility. Further in this volume, a focus on administrative procedures of ancillary areas of surgery such as central sterile supply (CSS) and the various clinics. Medical readiness and specific contingency roles of the surgical service technician, and the volume ends with an overview of some advanced surgical practices that senior technician may be required to perform when scrubbing cases.

(4Y) Dental

4Y051A-Dental Assistant Journeyman

5 Volumes: New Activation – January 2007
              Initial Activation - May 2001

Hours: Volumes - 102 CE - 24
Points: Volumes -   34 CE -   8

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Content: Volume 1 covers knowledge of dental equipment and user equipment maintenance; presents information about the infection control program and Occupational Safety & Health Administration (OSHA) standards. Discusses the principles of sterilization along with clinical, radiology, and laboratory procedures for infection control, and stresses safety and health; this includes general safety principles as well as safety specific to dentistry. Volume 2 covers information relating

to the preparation and prevention of emergency procedures, and introduces the basic clinical procedures in the dental assistant career field. Volume 3 covers procedures, equipment, and instruments utilized for exams, general dentistry, endodontics, oral surgery, and Periodontics. Also outlines the procedures for periodontal instrument sharpening. Volume 4 covers information about subject knowledge and clinical treatment procedures related to prosthodontics. Covers information about specific procedures related to complete dentures and removable partial dentures, and includes sections on dental implants, and special appliances and provides information about basic laboratory tasks. Also covers information regarding subject knowledge and clinical treatment procedures related to orthodontics, and information regarding pediatric dentistry and includes the function, patient management and basic treatment procedures. Finally, Volume 5 deals with information on the principles of radiology, the paralleling techniques, film processing and mounting, and the evaluation of radiographs. Also covers the USAF preventive dentistry program and clinical procedures performed in dental health, gives detail information covering orgal prophylasix procedures, provide information in the areas of oral health education and prevention dentistry counseling, and provide information on the nutritional needs of your patients.

4Y051B-Dental Assistant Journeyman

3 Volumes: Activated - May 2001

Hours: Volumes - 45 CE - 12
Points: Volumes - 15 CE - 4

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Content: Volume 1 contains information on ethical responsibilities as a healthcare provider and coworker. It also covers legal aspects and responsibilities as a dental assistant; and includes comprehensive information about an area nearly as important as direct patient care—dental administration. Volume 2 presents a comprehensive study of anatomy and physiology of cells and tissues, and body systems; is also concerned with dental anatomy, physiology and histology. Volume 3 contains a comprehensive study of oral pathology including inflammation, dental plaque, calculus and stains, caries pulpitis, and periapical diseases, periodontal disease, and anomalies and pathology of the oral cavity; introduces the basics of elementary chemistry as a foundation for more specific applications of chemistry in therapeutics, materials, radiology and dental health; and presents a study of dental materials; Volume 3 also includes factors affecting dental materials, restorative uses of materials, prosthodontic uses of materials and miscellaneous dental materials.

4Y052-Dental Laboratory Journeyman

5 Volumes: New Activation - January 2004
                    Revised - March 2001
                    Initial Activation - November 1997

Hours: Volumes - 81 CE - 21
Points: Volumes - 27 CE - 7

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Content: Volume 1 discusses personal conduct, safety, health, and presents information about how to manage resources in the laboratory. Volume 2 discusses oral anatomy and oral physiology, covers a review of dental materials science, and presents information on how dental materials react to chemical and functional changes. Volume 3 describes the procedures to inspect preliminary impressions and casts, discusses the fundamentals of orthodontic appliances, and provides information on special prosthesis and articulators. Volume 4 discusses the classification, components, and design of removable partial dentures; outlines RPD framework waxing and processing procedures; presents information on fabricating complete dentures; and discusses denture techniques for a variety of patient conditions. Volume 5 covers information about all-metal, metal-ceramic, and

all-ceramic restoration, wax pattern fabrication for all-metal and metal ceramic structures and constructing a custom incisal guide table, presents the "how to" for processing and completing metal restorations, demonstrates procedures for fabricating and completing porcelain applications for metal-ceramic restorations and porcelain veneers; and discusses unique all-metal restorations, resin-retained and veneered fixed restorations, and concludes with dental implants.

4Y071-Dental Assistant Craftsman

1 Volume: Activated – September 2007
Initial Activation - April 2003

Hours: Volumes - 18 CE - 6
Points: Volumes - 6 CE - 2

Content: This one volume course covers the USAF Dental Service's mission, function, and organization; concentrates on the administrative side of clinic management; and in depth coverage of materiel basics, research, procurement, and issue/turn-in of supplies and equipment.

4Y072-Dental Laboratory Craftsman

1 Volume: Activated – August 2007
Initial Activation - April 2003

Hours: Volumes - 21 CE - 6
Points: Volumes - 7 CE – 2

Content: This one volume course covers the Dental Service mission, function and organization, staffing, professional relations, and dental laboratory management. Also, covers a variety of administrative topics to include official correspondence, dental directives, inspections, administrative files, and the management of supplies and equipment, budgets, and the Medical Expense and Performance Reporting System (MEPRS).

(5J) Paralegal

5J051-Paralegal Journeyman

4 Volumes: Activated - August 2003

Hours: Volumes - 60 CE - 15
Points: Volumes - 20 CE - 5

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Content: Volume 1 discusses The Judge Advocate General's (TJAG's) Department. Volume 2 covers civil law. Volume 3 covers the myriad aspects of military justice. Volume 4 covers Air Force claims.

(5R) Chaplin Service Support

5R051-Chaplain Assistant Journeyman

2 Volumes: New Activation – November 2007
Last Updated – December 2005

Hours: Volumes - 27 CE - 6
Points: Volumes – 9 CE - 2

Content: Volume 1 deals with the USAF Chaplain Service and religious program support at your permanent duty station. Religious program support is one of the core areas in which chaplain assistants perform their duties. Volume 2 covers Expeditionary Ministry, which is becoming increasingly a way of life as we support the Global War on Terror.

(6C) Contracting

6C051A-Contracting Journeyman
3 Volumes: Activated - May 2005
                Revised - June 2001
                Initial Activation - December 1997

Hours: Volumes - 27 CE - 6
Points: Volumes - 9 CE - 2

Content: Volume 1 covers the basic information necessary for upgrading to the 5-skill level in the contracting career field: Contracting Authority, Presolicitation Decisions, and Guidance and Authority. Volume 2 covers the chronological process of simplified acquisition procurements. Volume 3 addresses the tools and techniques on how to award those requirements. It will describe how an award is accomplished; and covers post award responsibilities and actions to finalize the process.

Special Information: CDC 6C051A is a mandatory prerequisite for enrollment in CDC 6C051B.

6C051B-Contracting Journeyman
3 Volumes: Activated - June 2005
                Revised - June 2001
                Initial Activation - June 1998

Hours: Volumes - 45 CE - 12
Points: Volumes - 15 CE - 4

Content: Volume 1 covers using activity requirements, contracting fundamentals as they apply to major acquisitions, the sealed bidding process, and evaluating bids and awarding contracts. Volume 2 covers the negotiation policies and the differences between sealed biddging and negotiated procedures; addresses source selection procedures as well as cost and pricing issues; and covers the entire negotiation process to include preparing for and conducting negotiations and how the award is completed and documented. Volume 3 discusses contract administration information, provides guidance on how to make changes in a contract or terminate a contract, and addresses unique types of contracting actions.

Special Information: CDC 6C051A is a mandatory prerequisite for enrollment in CDC 6C051B.

(6F) Financial

6F051A-Financial Management and Comptroller Journeyman
2 Volumes: Activated – July 2008

Hours: Volume - 21 CE - 6
Points: Volume -   7 CE – 2

Content: Volume 1 covers the financial management career field. This volume gives an overview of the Defense Finance and Accounting Service (DFAS), comptroller structure, professional development, and some items that are important to every comptroller such as quality assurance and management controls. Also covers military pay items, common allowances, and disucsses allotments

and deductions. Volume 2 covers the transactions that affect the Master Military Pay Account which includes PCS, leave, and partial payments. Also include a more in-depth look at PCS and TDY travel payments, covers the function of the Disbursing Offices' (DO), and finally covers how to proceed during a deployment plus other important functions needed.

6F051B-Financial Management and Comptroller Journeyman

2 Volumes: Activated – July 2008

Hours: Volume - 30 CE - 6
Points: Volume - 10 CE –2

Content: Volume 1 covers the accounting process that includes an overview of the accounting process to include the accounting systems and funds certification, document processing, management products and merged accountability and fund reporting. Also, concentrates on the cost per flying hour, billings and collections, and this volume ends with a discussion on contingency operations. Volume 2 contains an overview of financial analysis and covers the federal budget system and the budget process, addresses the basics of financial planning and applies this to the Operations and Maintenance (O&M) execution plan and other essential purposes, explains how to develop operating budgets and O&M execution plans and how to execute both at the base level including funds distribution, explains the responsibilities and programs that make up the resource management system (RMS), and finally, discusses fiscal law and outlines several methods for conducting cost analysis.

6F071-Financial Management and Comptroller Craftsman

1 Volume: Activated – July 2008

Hours: Volume - 18 CE - 3
Points: Volume - 6 CE - 1

Content: This volume covers a wide range of items including (but not limited to) performance standards, using the Career Field Education and Training Plan (CFETP), and Noncombatant Evacuation Operation. Also covers, Management Control, Quality Assurance, AF Audit Programs, examines Cost and Economics and addresses processing transactions and auditing, and finally discuss Contingency Operations and Decision Support.

(7S) Special Investigations

7S071-Special Investigations Craftsman

3 Volumes: Revised - May 2001
　　　　　　Initial Activation - August 1996

Hours: Volumes - 60 CE - 15
Points: Volumes - 20 CE - 5

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Content: Volume 1 covers the basic fundamentals and policies of liaison, use of human sources in AFOSI work, interviewing, interrogation, and consultants and special techniques. Volume 2 provides information about the core investigative areas of AFOSI's investigative mission.

Special Information: Requests to enroll in the Special Investigations CDC must be approved by HQ AFOSI/DPPT, 1535 Command Drive, Suite 6C207, Andrews AFB, MD 20762-7001.

(9S) Reporting Identifiers

9S100-Technical Application Specialist

Reporting Identifier 9S100 upgrade training involves two separate Job Knowledge Development Courses, 9S100A and 9S100B. Completion of both courses is required for upgrade to the **5** *competency level*.

9S100A-Basic Technical Application

2 Volumes: Activated November 2006

Hours: Volumes –

Points: Volumes –

SALE RESTRICTED TO NEED TO KNOW – Department of Defense Personnel with a Valid Secret Security Clearance

Content: Volume 1 covers Technician Fundamentals basic career information to include safety, maintenance management principles, troubleshooting, geographic, travel, computers and communication systems. Volume 2 covers Mission and Organization, mission areas, missions and history of the 9S100 Reporting Identifier.

SPECIAL INFORMATION: Questions concerning course content or material should be addressed to the 312 TRS/DOEX, 170 Griffin Street, Goodfellow AFB, TX 76908-4001 (Attn: 9S100 JKDC Writer) or by calling DSN 477-4500. Classified inquiries must be directed via SIPRNET to kevin.culleton@goodfellow.af.smil.mil.

Prerequisites for enrolling:

1. Anyone in the 9S100 career ladder structure.
2. Secret security clearance.
3. This JKDC is mandatory for personnel in initial qualification training in RI 9S100.
4. This JKDC is a prerequisite for 9S100B enrollment.
5. An area accredited for the processing and storage of SECRETl/NOFORN material.

9S100B-Advanced Technical Application

3 Volumes: Activated November 2006

Hours: Volumes –

Points: Volumes –

SALE RESTRICTED TO NEED TO KNOW-Department of Defense Personnel with a Valid Secret Security Clearance

Content: Volume 1 covers Geophysical fundamentals starting with Earth Science, seismic detection and sensors, signal processing and analysis. Volume 2 covers Electromagnetic Application the electromagnetic spectrum, electro-optical, radar, radio frequency, and basic nuclear detonation principles as they apply to RI 9S100. Volume 3 covers Material Application basic material chemistry, biology, and nuclear material collection and analysis principles.

SPECIAL INFORMATION: Questions concerning course content or material should be addressed to the 312 TRS/DOEX, 170 Griffin Street, Goodfellow AFB, TX 76908-4001 (Attn: 9S100 JKDC Writer) or by calling DSN 477-4500. Classified inquiries must be directed via SIPRNET to kevin.culleton@goodfellow.af.smil.mil.

Prerequisites for enrolling:

1. Successful completion of JKDC 9S100A.
2. Anyone in the 9S100 career ladder structure.
3. Secret security clearance.
4. This JKDC is mandatory for personnel in upgrade training to the 5 competency level in RI 9S100.
5. An area accredited for the processing and storage of SECRET/NOFORN material.

Specialized Courses

CAP & Reserve Forces Officer Extension Program

00013-Civil Air Patrol Senior Officer Course

4 Volumes: Revised - November 1996

Hours: Volumes - 39 CE - 9
Points: Volumes - 13 CE - 3

Content: This course begins with volume 1 describing the compatible history, mission, and organization of the United States Air Force (USAF) and CAP. Volume 2 addresses professional knowledge guidelines all CAP members are expected to uphold. Volume 3, *Communication Skills*, covers communication fundamentals; barriers to effective communication; speaking and writing; and Civil Air Patrol and the information age. Volume 4 ties together all three previous volumes by focusing on the CAP officer's leadership skills.

Special Information: This course consists of individual volumes selected primarily to satisfy the training requirements of CAP personnel specified in CAP Regulation 50–17.

00017-USAFR Officer Preparatory Course Correspondence Course

6 Volumes: Activated - December 1989
Hours: Volumes - 66 CE - 15
Points: Volumes - 22 CE - 5

Content: This course covers Air Force history, mission and organization, military training, military law, human relations, leadership, and communicative skills.

Special Information: This course consists of individual volumes selected primarily to satisfy the training requirements of ANG/Air Force Reserve personnel specified in ANG Regulation 53–3 or AFR 36–15.

(20 & 21) CAP Courses

02010-Civil Air Patrol Public Affairs Officer (Level II Technician Rating)

2 Volumes: Revised - April 1988
Initial Activation - April 1982

Hours: Volumes - 21 CE - 6
Points: Volumes - 7 CE - 2

Content: This course provides the public affairs officer with the ways to create an effective public affairs program. It discusses the use of all available media of communication to strengthen and to support the objectives of the public affairs program; including, general administrative, internal

information, community relations aspects, techniques of writing news stories, and the relationship between the PAO and the news media representatives.

Eligibility:

There is no prerequisite to enrollment for CAP senior members.

Cadets may enroll in courses related to their CAP duty. This is monitored in the CAP unit by the Cadet Program Officer.

(21) Safety (CAP)

02130A-Civil Air Patrol Scanner Course, Level II

1 Volume: Revised - January 1999

Hours: Volume - 6 CE - 3
Points: Volume - 2 CE - 1

Content: Civil Air Patrol and other agencies have developed procedures to make scanning very effective. These procedures are outlined in this course, and it is essential that you understand them before flying on an actual search mission. As you study the volume, you will learn how to prepare yourself to do a professional job of scanning.

Special Information: There is no prerequisite to enrollment for CAP senior members. Cadets may enroll in courses related to their CAP duty. (This is monitored in the CAP unit by the Cadet Program Officer).

02130B-Civil Air Patrol Mission Observer Course, Level II

1 Volume: Revised - February 1988
       Initial Activation - December 1981

Hours: Volume - 9 CE - 3
Points: Volume - 3 CE - 1

Content: This course, Mission Observer, is designed to assist in preparing qualified scanners, who have the desire, to become mission observers. Civil Air Patrol and other agencies have developed procedures and techniques to make mission observing as effective as possible. These are outlined in this course. It is essential that you understand them before participating in an actual mission.

02130D-Civil Air Patrol Emergency Services

1 Volume: Revised - April 1996

Hours: Volume - 12 CE - 3
Points: Volume -   4 CE - 1

Content: Unit 1 is an introduction to Civil Air Patrol (CAP) Emergency Services policies; Unit 2 covers the organization of an Emergency Services team, some key responsibilities, qualifications, the alerting system, briefing/debriefing, and team composition. Unit 3 covers search liaison, activation, command and control of the mission, mission management, how to deal with non-CAP volunteers, air and ground operations, how to avoid fatigue, how to enter a crash site, and mission termination. Unit 4 describes procedures for peacetime natural disaster relief; Unit 5 covers CAP assistance to civil defense, policies, emergency management, mission execution, training, mobilization, and plans. Unit 6 covers helicopter operations, characteristics, restrictions, and unprepared site operations. Finally, Unit 7 covers American Red Cross support by CAP.

02170-Civil Air Patrol - Safety Officer Course
1 Volume: Revised – March 1988
        Revised – July 1986

Hours: Volume - 6 CE - 3
Points: Volume - 2 CE - 1

Content: This course should help you to develop a thorough understanding of all facets of the CAP safety program at all levels of organization. It should help you to develop and interpret the many and varied tasks that you, as safety officer, must perform. Last, but not least, it should give you enough information so you can recognize and cope with potential/actual accident-producing hazards within CAP.

Special Information: Cadets may enroll in courses related to their CAP duty.

(4B) Medical

041A1M-Health Services Administration Multimedia Instruction (CD-ROM)
1 Volume: New Activation - March 2004
        Initial Activation - January 2002

Hours: Modules - 75 CE - 18
Points: Modules - 25 CE - 6

Content: This course contains the distributed learning portion (CD-ROM) of the Health Services Administration Course. The course is designed specifically to meet the needs of the Air Reserve Component (ARC). Everything you need to successfully complete the course exam is contained on the CD-ROM. Successful completion of the course exam is a prerequisite to attending the 2-week resident HAS course, which culminates your initial training as a new Medical Service Corps officer.

This course includes six modules:

1. Air Force Medical Service
2. Resource Management
3. Health Plan Management
4. Information Management and Information Technology
5. Medical Logistics
6. Medical Readiness

Special Information: This course is restricted to Air Force Guard and Reserve. Students have 18 months to complete the courseware contained on the CD-ROM, including passing the course exam.

Minimum computer system and software requirements:
- 233 MHz Pentium
- 32 megabytes RAM
- Windows 95, 98, NT, 2000 or XP
- 16x CD-ROM drive
- Plugins: You need Adobe Acrobat Reader and a media player

B6ERBM/B6ERPM-USAF Ergonomics (CD-ROM)

19 Modules on 1 CD-ROM: Activated - May 2001

Hours: Volumes - 39 CE - 9
Points: Volumes - 13 CE - 3

Content: This computer-based instruction provides knowledge and skills for bioenvironmental engineering and public health officers, enlisted, and civilian personnel. Training will cover the basics of work related musculo-skeletal disorders (WMSDs), health effects of WMSDs, methods of evaluation, discussion of available standards and criteria, control principles and methods, workstation and tool design, field ergonomic surveys, methods of active and passive surveillance, developing ergonomic education and training for workers and supervisors, developing, implementing, and improving ergonomic programs at base level, and medical management of WMSDs.

Computer system/software minimum requirements: Pentium 175 MHz (266 MHz recommended) computer with 32 MB RAM (64 MB recommended), 5 MB hard drive space available, a SVGA monitor capable of color display of 256 colors, sound card and headphone or speakers, 2x speed (24x recommended) CD-ROM drive, and Microsoft Windows 95/98/00 or NT 4.0.

Special Information: This course must be completed within one year of enrollment date.

Module 1	Introduction
Module 2	Work-Related Musculoskeletal Disorders and Ergonomics
Module 3	Basic Musculoskeletal Anatomy and Biomechanics/Physiology
Module 4	Risk Factors for Common Work-Related Musculoskeletal Disorders
Module 5	Governmental and Nongovernmental Ergonomic Guidance
Module 6	DoD and USAF Ergonomic Guidance
Module 7	Management Commitment and Marketing
Module 8	Passive Surveillance
Module 9	Active Surveillance and the Job Requirements/Physical Demands Survey
Module 10	Anthropology
Module 11	Work Station Design
Module 12	Tool Design
Module 13	Job Analysis Using the Level One Ergonomic Guides
Module 14	NIOSH Lifting Equation
Module 15	Controlling Ergonomic Hazards
Module 16	Medical Management
Module 17	Tools That Can Be Used To Train the Trainer
Module 18	Ergonomics Program Review and Evaluation
Module 19	Technical Resources

B6RSOM-USAF Radiation Safety Officer (CD-ROM)

11 Modules on 1 CD-ROM: Activated - June 2003 (date on label: March 2003)

Hours: Volume - 39 CE - 9
Points: Volume - 13 CE - 3

Content: This computer-based instruction provides knowledge and skills for DOD officers, civilians, and enlisted personnel who have been designated as the Radiation/Safety Officer or alternate or are actively involved in the base radiological health program. Training will cover the basics of health physics and in-depth practical advice on developing and maintaining a radiation protection program. Training includes basic health physics, internal and external dosimetry, radiation instrumentation, transportation, disposal, and radiation protection program.

Computer system/software minimum requirements: Pentium 266 MHz computer with 32 MB RAM (64 MB recommended); 5 MB hard drive space available; a SVGA monitor with a 2 MB True Color (16 bit) capable video card or higher; sound card and headphone or speakers; CD-ROM drive (24x recommended); Microsoft Windows 95/98, NT 4.0, 2000, or XP; and Internet Explorer 5.0 (not Netscape compatible).

Module 1	Fundamental Concepts
Module 2	Interactions and Biological Effects of Ionizing Radiation
Module 3	Instruments
Module 4	Dosimetry
Module 5	Radiological Protection and Control
Module 6	Transportation
Module 7	Disposition of Radioactive Material
Module 8	Accidents and Incidents
Module 9	Regulations
Module 10	Licensing and Permitting
Module 11	Operational Radiation Safety Program

(73) Personnel

07340-Air Reserve Forces Social Actions Technician (Drug/Alcohol)

1 Volume: Revised - November 1990

Hours: Volume - 9 CE - 3
Points: Volume - 3 CE - 1 (CCAF Credit-0)

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Content: This course outlines the operation of the Substance Abuse Control Program. It includes information about the social actions program management portion of the Substance Abuse Control Program and covers information about policies and programs, career field structure and progression, safety and security, and social actions training. It also includes personal growth and development,

substance abuse reorientation and treatment, and methods of identification. It concludes with the summary of treatment, group counseling, and substance abuse case files.

Special Information: Open to AFRES/ANG personnel in 734XX and 736XX Career Field.

(19) Supervisor Safety

01900-(Air Force) Joint Service Supervisor Safety Course
1 Volume: Revised - January 1988
            Initial Activation - January 1982

Hours: Volume - 18 CE - 3
Points: Volume - 6 CE - 1 (CCAF Credit-0)

Content: This course presents the basic guidelines for organizing a safety program and covers the role of the supervisor, preparing the worker for the job, supervising tasks, hazard control and control of workplace environment, fire protection, and off-duty safety.

Civilian Personnel (CBI)

Deactivated – October 2008

(79) Public Affairs

(02A) Aircraft Communication/Navigation Systems
02A42-Aircraft Communication/Navigation Systems
1 Volume: Activated - December 1999

Hours: Volume - 18 CE - 6
Points: Volume - 21 CE - 5

Content: This one-volume course covers the Airborne Performance Monitor, Communications Patching Facility, Test Facilities, Secure Voice Switching, Message Processing System, Manual Telephone Switching Set, and the Milstar Satcom System.

(66) Logistics, Plans, and Programs
06601-Introduction to the Quality Function
1 Volume: Revised - January 1988
            Revised - October 1978

Hours: Volume - 21 CE - 6
Points: Volume - 7 CE - 2 (CCAF Credit-0)

Content: This course is designed to provide an introduction to the philosophy and policies for quality assurance. Emphasis is given to the application of quality matters in an industrial/military environment. In any effort which involves such a range of activities as quality assurance, no one person can know and do everything necessary in the operation of such a program. Consequently, this course explores only the basic methods and techniques that have assisted industrial and military managers in conducting effective quality assurance programs.

06608-An Introduction to Air Force Provisioning Management
1 Volume: Activated - October 1989

Hours: Volume - 21 CE - 6
Points: Volume - 7 CE - 2 (CCAF Credit-0)

Content: Course 6608 is designed to provide a brief overview of the provisioning management process as it is carried out in the Air Force today. The intent of the course is to provide a broad overview of the process for Air Force managers working in provisioning-related fields. The course includes provisioning and the systems acquisition process, integrated logistics support, logistics support analysis, provisioning planning, the formal provisioning process, the technical functions of provisioning, other considerations in the provisioning process, and the provisioning process as a whole.

06613-Quality Management

1 Volume: Activated - October 1993

Hours: Volume - 12 CE - 3
Points: Volume - 4 CE - 1

Content: This one-volume text on quality management is intended to provide an overview of the leading philosophies in DOD's Total Quality Management (TQM) process. This volume covers the introduction to quality, Dr. Deming's philosophy of management, Federal Government's involvement in TQM, Dr. Juran's quality management trilogy and quality leadership, Phil Crosby's philosophy, problem solving and process improvement tools, and statistical process control and variability reduction.

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